

PTSA Board of Directors Meeting

September 15, 2011

Minutes

I. Call to Order

The September Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:35 pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

Nine voting members were present; Twelve people attended the meeting (sign-in sheet on file).

II. Opening Business

Motion

Motion to approve the minutes of the June 9, 2011, Board of Directors meeting.

Roy Captain seconded this motion. President Mindy Lincicome approved the Minutes as submitted.

President Mindy Lincicome opened the first board meeting of the 2011-2012 school year with introductions of the 2011-2012 Board of Director members, as well as what to expect as part of the Audubon PTSA Board of Directors.

Mindy Lincicome also explained the Lake Washington School District PTSA Council and how Audubon PTSA voting works at the LWSD PTSA Council meetings. Mindy also reminded the Audubon PTSA BOD members to review the monthly LWSD PTSA Connections Newsletter and look for items to discuss at the monthly Audubon PTSA BOD meetings.

Motion

Mindy Lincicome motioned via Principal Karen Dickens, who was not present at the meeting, a budget increase of \$550,000 for Audubon Staff Appreciation. **Charla Mills seconded this motion. Mindy Lincicome approved this motion.**

Mindy Lincicome discussed Audubon PTSA Business Memberships and changing the current standing rules to add PTSA business memberships as another PTSA membership option. Mindy stated she will look into the current standing rules to see how, if even, this needs to be changed or added.

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - Lee briefly discussed signatory rules that treasurer cannot sign checks, but two other BOD members need to sign checks. Lee also answered a Pay Pal question that people who pay through Pay Pal and need a refund must get refunded by check, and not through Pay Pal.

VP Communications, Appendix B – VP Communications Khris Schaffner requested reformatting the Enews. Entire BOD's agreed and approved. Khris Schaffner also discussed adding Math Challenges to Enews, and is still looking into it.

VP of Fundraising Chandana Surlu submitted a report, Appendix C – VP Fundraising, Chandana Surlu, announced that Smith Brothers Farms has a new promotion that will support fundraising for Audubon PTSA.

VP Student Services Charla Mills submitted a report, Appendix D – no addition information added

VP Events, Kirsten Reddish submitted a report, Appendix E – VP Events, Kirsten Reddish, discussed with PTSA BOD's the Walk to School day on October 5 and announced Audubon PTSA can get a \$500.00 grant to go toward Safety Patrol.

Co-VP's Outreach, Judy East and Roy Captain, submitted a report, Appendix F – Judy East discussed the upcoming Back to School BBQ, and announced there are lots of volunteers, but requested one PTSA Table Volunteer.

Co-VP's Student Enrichment, Susie Wright and Deb East, submitted a report, Appendix G – Deb East discussed increasing fees for Extended Classes by \$1.00 as well as procedure for bounced checks for Extended Classes.

Ways and Means chairman Linda Hall, submitted a report, Appendix H – Linda Hall asked if BOD's are ok with current slate of Ways and Means committee for the 2011-2012 school year. BOD's all agreed they are fine. Linda went over the EZ Grant guideline changes for the 2011-2012 school year with the Audubon PTSA BOD's, and Linda asked the BOD for approval of the amended guidelines and the BOD agreed.

IV. Principal and Faculty Reports

Principal Karen Dickens was not present at the September 15, 2011 BOD meeting. Nothing to report from Karen Dickens. No Faculty were present at the September 15, 2011 BOD meeting.

V. Close of Meeting

The date of the next BOD meeting will be Thursday October 13, 2011 at 6:30 PM in the Arts and Sciences room.

The meeting was closed by Mindy Lincicome at 8:10 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for July and August 2011

Treasurer: Lee Mills

Prior year close-out:

Prior year Treasurer Mindy Lincicome is working on getting the FY11 financial review completed.

YTD Cash flows:

Cash In: \$829.88

Cash Out: \$1.70

Net Cash: \$828.18

Beginning of FY12 cash balance: \$38,540.75

Ending cash balance: 39,368.93

Items of note:

- July and August were typically slow months, but September is in full swing. In September, we have already transferred over \$6,000 from our PayPal account to our checking account, with most of the activity being related to extended classes.
- Our on-line banking profile with BAC now has all three of our BAC accounts (the checking and the 2 savings accounts) visible on the profile. This will enable more timely reconciling and reporting, and increase oversight of the accounts.
- Mindy and I are looking at other ways that we can update the Treasurer role and processes to increase visibility and strengthen processes.

Appendix B: Communications Report

VP Khris Schaffner

.

Communications Report

Back to School Packets Delivered

----OvO----

eNews

-distributed -- would like to send out weekly eNews and then add some reminders about events --

DISCUSS - OK to send reminders in addition to eNews?

-would like to reformat eNews - very annoying format presently -seeking archive options - we don't currently have archives option 1 is on iContact's site -- but we don't like not having control of our archives option 2 is on our site -- looks like I can convert HTML to PDF through Google Docs/Labs but I haven't gotten it to work yet

-would like to subscribe Kindergarten parents in Feb. if possible to eNews -- getting trickles of new subscribers now which means they don't get summer reminders for Owl Outreach DISCUSS - OK to add Kindergarten parents at registration? Any reason why we can't?

-will have signup for eNews at BBQ.

- we are going to be adding math challenges to the eNews. I have been working the Kari Morehouse to

get this started at the end of the month.

----OvO----

Directory Prep/ Printing/Distribution next project -aiming for earlier printing and distribution this year than last

----OvO----

Considering New Website host options

- creating wish list
- currently paid up on our two web domain names

Appendix C: Fundraising Report
VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Sep 12th 2011*	As of Aug 31st 2011
PTSA Donations	13,000	877.50	0
Corporate Matching	6,500	827.50	200
Volunteer Time Matching	2,000	1479	0
BoxTops	500	0	0
Amazon	1,500	488.11	236.19
eScrip	2,000	341.58	341.58
Audubon Family Dinner Nights	1,000	121.91	0
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	3,412.55	3,412.55
Everything Party (Other)	0	39.80	0
Jamba Juice (Other)	0	0.36	0
Fundraising Expenses	(300)	0	0
Jog-a-thon Expenses	(1,000)	0	0

* These amounts will be in the PTSA account by June 30th 2012. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

Membership report from Beth Benincasa, the Membership Chairperson

Last year's numbers:

Students: 537

PTSA memberships: 393

- We would like to maintain membership around that level, but are working to increase membership. At this time, we have 118 memberships.
- Teacher memberships reached 100% last year and we are hoping to maintain that this year.
- We will be hosting a table outside of the school from Sept 12-Sept 16th in order to provide information about PTSA (through flyers and a word search), encourage membership, and remind families about the Back to School BBQ.

- In addition, we have 3 \$25 gift certificates to Applebee's that we will be using to increase membership.
- Finally, we plan to create an owl display with the names of current PTSA members on feathers which will be ready for Curriculum Night on Sept 22nd.

PTSA Donation & Corporate Matching

Just beginning to process this year's donations and matching requests.

Volunteer Time Matching

Audubon PTSA receives \$17 for every hour MS employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 10 hours must be accumulated before Microsoft will generate the 1st check to Audubon PTSA. **Please encourage all the MS employees you know that support PTSA to log their hours.**

Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let me know (fundraising@audubonpta.org) and I'll follow up with them on reporting these hours.

eScrip report from Stacy Christofferson, the eScrip chair

No report.

Jog-a-thon (report from Khris Schaffner & Chandana Surlu)

We are trying to follow up on all the corporate matching submissions.

Box Tops & Labels for Education from Colleen Ulrich, the BoxTops & Labels chair

Planning on collecting box tops and labels at the bbq, already sent an announcement in last week's enews. Will have coupons and info available for box tops and labels products. 6th graders will be available to collect the box tops and trim them during the event.

I have an envelope of all the box tops from last spring ready to go, it just has a little bit of room left, so I will top it off with box tops collected at the bbq then submit. Checks are cut 2 times per year, the first one will be cut in October.

I will get the collection bags in all the classrooms this week.

Amazon and other online stuff (linkshare)

We did have our school supplies available through an Amazon store:

<http://audubonpta.org/AudubonPTSAStore.aspx>.

EverythingParty

We have a 20% off coupon that will be distributed to the whole school next month.

Audubon Family Dinner Nights

The first one for this school year is at Red Robin Gourmet Burgers in Redmond (Overlake, next to Sears) on Tue Oct 4th.

Jamba Juice School appreciation cards

Support Audubon PTSA by presenting the School appreciation card every time you make a purchase at the Jamba Juice stores. Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards valid at JJ stores (not at Safeway, for example). See for <http://www.jambajuice.com/community-programs/jamba-in-the-community/school-appreciation-fundraising> for details.

Smith Brothers Farms *New for 2011-2012!*

This fall, Smith Brothers Farms is offering a **Back-to-School Special** to support all the great work parents contribute to our schools. Starting September 1 through December 31, 2011, anyone who signs up for their service using the Promo Code "PTA" will receive a \$20 credit for their first delivery and a chance to earn money for their school's PTA/PTO, at no cost to that organization. For every five people from a school who sign up for their service, they will pay that school's parent organization \$250! So if 10 families from a school sign up for service, Smith Brothers Farms **will write a check to their PTA/PTO for \$500!**

Appendix D: School Services Report
VP Charla Mills

School Services Area Reports
September 15, 2011

Staff Appreciation- Julie Becker

Julie pulled off a wonderful back-to-school lunch for the staff. Despite being out of town for the actual lunch, Julie made sure the arrangements for the lunch were taken care of. On 8/29, the staff was treated to Subway sandwiches (from Subway in Crossroads), fruit and cookies (from Subway - on the house).

Hearing and Vision – Ritu Bajaj and Lakshmi ?

Forgive me. I failed to not the last name of the co-chair. I am in communication with Ritu regarding her co-chair and to make sure all preparation is underway for the screening to take place on October 11.

Valet/Driveway – Roy Captain

Almost 100% returning volunteers kept traffic flowing smoothly through a tremendously busy first week. Roy is working to fill the one open position and gain a few new faces to be available for subs.

Class Photos – Deb East

No Report

Year Book – In need of Chair

Emergency Prep – Jennifer Malik

Jennifer is preparing to inventory classroom emergency backpacks. She will be incorporating supplies ordered in the spring into the emergency supply rooms and working to refill the recently expired water barrels in the next couple of weeks.

Kindergarten Registration – Wendy Rice

No Report

Appendix E: Events Report

VP Kirsten Reddish

VP of Events Report

September 9, 2011

Kirsten Fox Reddish

Coffee Socials

We had strong turnout for the coffee socials—lots of new parents and lots of experienced parents sharing their wisdom. Thank you to all of the board members who came and helped out and greeted people! It was a very welcoming introduction to Audubon for the new parents. And we were well under budget, yet were able to replenish the PTSA room supply of coffee cups and coffee grounds, so if you are involved in a morning activity at Audubon, you can provide your volunteers with coffee. (Though we are out of creamer—and next year we'll provide real cream not the powder!)

Back to School BBQ

Coming up the day after the board meeting! The event is in good hands with experienced chair Judy East. 3 hot dog carts will provide food for anyone who would like to purchase it, the 4th graders will have a bake and beverage sale, the boy scouts will provide free water, and we will have wonderful live music. Extended classes representatives will be on hand to share information about their offerings, and PTSA will man tables featuring information about our other programs such as art docent, box tops, fundraising/membership, etc. Please contact Judy to find out how you can help!

Skate King

Currently scheduled for September 27, 6-8pm. Unfortunately this conflicts with the planned Audubon Family Dinner Night, so we are attempting to reschedule that. We will owe Skate King \$450 if we have less than 100 attendees or \$4.50 per attendee if there are more than 100. This is \$50 more than in past years. We typically charge \$5 per person, so we should be able to cover the Skate King fee without charging students more—PTSA will make less money, but this is not meant to be a fundraiser.

International Math and Games Night

This is our next event after Skate King—October 20. Stay tuned for more information!

Appendix F: Outreach

VP's Judy East & Roy Captain

VPs of Outreach report

Summer Meet and Greet Summary: Our last meet and greet at Idylwood was attended by over 30 kids and the two others I attended were also very well attended. This program continues to be a great service to new parents and I've had a few new kindy parents asking for ways to volunteer at school! For the effort and organization in the spring, it is well worth it. Getting the word out is the most important piece. There were some parents who said they did not hear about it (mostly parents who enrolled late). Goal for next year is to find the problem and see if we can change it.

Meet and Greet: Roy and I would like to put together a plan for having PTSA and 5th grade volunteers for next year who are "greeters" and "guides" to help people find their classrooms. There seemed to be

many hesitant people in the front corridor who could have used some help. Also suggested was a list of grades with names of teachers and classroom #s in the front display case so that folks could look up their classes that way when they can recognize the teacher's name on site.

Country and Grade Ambassadors: we have begun tapping ambassadors to help with new families.

Different this year (in hopes to make it possible for Kathy and Joan to use us) is that they will email one of us with a new family's info and we will forward it to the appropriate ambassador. Simplifies things for the office. Still needed: Japanese parent, grades 1,2,3,4,5,6. We hope to have our ambassadors in place by the end of the month.

Volunteer Orientation: Working on date(s) with Joan and Kathy. Will get those out to you by the meeting on Thursday.

Thanks! Judy

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

Extended Classes Report September 2011 by Susie Wright

Yumna Green and Supriya Natu

Parents have the option to pay by check, cash or online via paypal. Vast majority of parents are choosing paypal.

Paypal charges us a transaction fee and to cover this and the administrative costs of running extended classes, we are proposing an increase of \$1 in the fee for each class, to \$5 per child per class.

If a check bounces, we will no longer accept a 2nd check. Only cash will be accepted in that situation.

Classes for Fall can be found on the PTSA website.

We have supplied each vendor with a contract for which we have used the state PTSA standard format.

We plan to collect most of those signed contracts (along with W-9's) at the Back to School BBQ. We will then hand these over to the Student Enrichment VPS. The contracts will need signatures of 2 elected PTSA members. The completed and signed contracts should be kept in a safe place in the PTSA office.

We are enforcing the rule that all vendors are required to be PTSA members and giving each a choice to purchase either an individual membership (\$15) or a business membership (\$30). **We need the PTSA to generate a business membership form which we can pass on to the vendors desiring to take business memberships.**

We are requiring each instructor to submit to a background check as well.

Reflections Report September 2011 – by Deb East

Alison McElroy

Theme: "Diversity Means..."

Turn In Date: November 15th, 2011 9:00 – noon LWRC

-This is the day for all local units to bring in the entries for your school

Alison is looking for help. Has anyone signed up to volunteer for Reflections?

Extended Classes Report September 2011

Parents have the option to pay by check, cash or online via paypal. Vast majority of parents are choosing paypal.

Paypal charges us a transaction fee and to cover this and the administrative costs of running extended classes, we are proposing an increase of \$1 in the fee for each class, to \$5 per child per class.

If a check bounces, we will no longer accept a 2nd check. Only cash will be accepted in that situation.

Classes for Fall are as follows (* indicates that these vendors are new to Audubon):

Art
Chess
Choir
Drama (Studio East for gr 3-6)
*Drama (Drama Kids International for gr K-3)
Fitness
*French
Japanese
*Lego Jr. Engineers
Mad Science
Martial Arts
Piano/Keyboarding
*Spanish

The French vendor offers a 5% discount for siblings, the Art vendor offers a 50% discount for siblings and Drama Kids International offers a \$250 scholarship. We plan to divide that \$250 between the number of students that apply for it.

We have supplied each vendor with a contract for which we have used the state PTSA standard format. We plan to collect most of those signed contracts (along with W-9's) at the Back to School BBQ. We will then hand these over to the Student Enrichment VPS. The contracts will need signatures of 2 elected PTSA members. The completed and signed contracts should be kept in a safe place in the PTSA office.

We are enforcing the rule that all vendors are required to be PTSA members and giving each a choice to purchase either an individual membership (\$15) or a business membership (\$30). We need the PTSA to generate a business membership form which we can pass on to the vendors desiring to take business memberships.

We are requiring each instructor to submit to a background check as well.

Appendix H: Ways and Means

Linda Hall

See Attached Word Doc for Ways and Means report