

PTSA Board of Directors Meeting

January 12, 2012

Minutes

I. Call to Order

The November Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:32 pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

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

II. Opening Business

Motion to approve the minutes of the November 17, 2011, Board of Directors meeting. Judy East seconded this motion. **Minutes were approved as submitted.**

President Mindy Lincicome opened the meeting with discussion on:

- PTA Board Training requirements and opportunities – *each board member is required to attend one WA PTSA Council training per school year.*
- Nominating Committee – *discussed forming nominating committee*
- January General Meeting day/format – *discussed rescheduling January 2012 General Meeting to future date in order to get better attendance*

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - Discussion item: 2011-2012 Mid-Year Financial Review. Treasurer, Lee Mills, presented a comprehensive and thorough mid-year financial review for the 2011-2012 school year.

VP Communications, Khris Schaffner, submitted a report, Appendix B – Discussed having PTSA representatives at kindergarten registration in order to answer questions & sign up kindergarten parents for PTSA.

VP of Fundraising Chandana Surlu submitted a report, Appendix C – Additional brief discussion on use of additional box tops.

VP Student Services Charla Mills submitted a report, No report submitted – No additional information was added

VP Events, Kirsten Reddish submitted a report, Appendix E – No additional information was added

Co-VP's Outreach, Judy East and Roy Captain, no report submitted - No additional information was added

Co-VP's Student Enrichment, Susie Wright and Deb East, no report submitted – Discussion regarding supervision requirements in Extended Classes. Will draft new extended classes policy for Board of Director's review in February 9, 2012 meeting.

Ways and Means chairman Linda Hall, No report submitted

IV. Principal and Faculty Reports

Principal Karen Dickens was no present at the January 12, 2012 BOD meeting. President Mindy Lincicome spoke on Principal Dickens' behalf. Mindy reported that Principal Dickens thanked the Audubon BOD for excellent presence at the January 9, 2012 LWSD Board Meeting. She also thanked the Audubon BOD for representing Audubon students through displaying student's art work at LWSD board meeting, as well as providing excellent food/refreshments.

3rd grade teachers, Robin Fluharty & Erin Christensen, represented and spoke on behalf of all Audubon teachers at January 12, 2012 BOD meeting. Robin F. and Erin C. both expressed sincere thanks for the Audubon PTSA support with the upcoming February 23, 2012 science fair.

V. Close of Meeting

Our next PTSA Board Meeting will be February 9, 2012 at 6:30pm in the Arts & Sciences room.

The meeting was closed by Mindy Lincicome at 7:45 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for January 12, 2012 PTSA Board Meeting

Submitted by Treasurer Lee Mills

Net YTD Cash In/(Out): \$ 23,690.69

- Cash In: \$ 64,625.36
- Cash out: \$ 40,934.67

FY12 Beginning Cash Balance: \$ 62,031.10

- Unrestricted cash: \$ 45,715.81
- Restricted cash: \$ 16,315.29

YTD Ending Cash Balance: \$ 85,721.79

- Unrestricted cash: \$ 68,606.48
- Restricted cash: \$ 17,115.31

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- Cash balances above include \$3,748.85 in transit from PayPal as of 1/4/12.

Detailed report of year to date activity 7/1/11 through 12/31/11:

(Bank balances as of 12/31/11)

	(CASH OUT) / CASH IN			BUDGETED NET	\$'s REMAIN
	ACTUAL IN	ACTUAL OUT	NET		
Fundraising					
"No Frills" Donation Campaign	\$ 13,097.13	\$ (23.42)	\$ 13,073.71	\$ 13,000.00	\$ 7
Corporate Matching	\$ 6,735.00	\$ -	\$ 6,735.00	\$ 6,500.00	\$ 23
Volunteer Hours Corporate Cash	\$ 1,479.00	\$ -	\$ 1,479.00	\$ 2,000.00	\$ (52)
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (50)
Amazon Associates Program	\$ 674.58	\$ -	\$ 674.58	\$ 1,500.00	\$ (82)
E-Scrip program	\$ 955.87	\$ -	\$ 955.87	\$ 2,000.00	\$ (1,04)
Audubon Family Dinner Nights	\$ 451.71	\$ -	\$ 451.71	\$ 1,000.00	\$ (54)
Photo Fundraiser Service Agreement (3-year=\$1,000, year 2)	\$ -	\$ -	\$ -	\$ 350.00	\$ (35)
Spring Jogathon	\$ 4,402.55	\$ (1.70)	\$ 4,400.85	\$ 12,000.00	\$ (7,59)
Other Fundraising Income	\$ 40.16	\$ -	\$ 40.16	\$ -	\$ 4
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$
Combined Misc Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 30
SUBTOTAL	\$ 27,836.00	\$ (25.12)	\$ 27,810.88	\$ 38,550.00	\$ (10,73)
Operations					
PTSA Membership Dues	\$ 5,999.06	\$ (4,002.93)	\$ 1,996.13	\$ 2,600.00	\$ (60)
Interest Earnings	\$ 6.25	\$ -	\$ 6.25	\$ 20.00	\$ (1)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 1
Bank Charges, CC and Paypal Fees	\$ -	\$ (48.00)	\$ (48.00)	\$ (150.00)	\$ 10
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 1
Child Care	\$ -	\$ -	\$ -	\$ (60.00)	\$ 6
Copy and workroom materials for school	\$ -	\$ (679.51)	\$ (679.51)	\$ (1,000.00)	\$ 32
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$
Council Training Fees	\$ -	\$ -	\$ -	\$ (45.00)	\$ 4
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 30
Liability Insurance Premium	\$ -	\$ (290.00)	\$ (290.00)	\$ (310.00)	\$ 2
LWSD Levy Fund Contribution	\$ -	\$ -	\$ -	\$ (100.00)	\$ 10
State PTA Convention Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 50
Supplies & Materials & Postage	\$ -	\$ (58.80)	\$ (58.80)	\$ (125.00)	\$ 6
WA-PTA Scholarship Basket	\$ -	\$ -	\$ -	\$ (100.00)	\$ 10
WSPTA Annual Awards Ceremony	\$ -	\$ (168.00)	\$ (168.00)	\$ (175.00)	\$
General Meeting expenses	\$ -	\$ -	\$ -	\$ (400.00)	\$ 40
Contingency - Operations	\$ -	\$ -	\$ -	\$ (169.25)	\$ 16
SUBTOTAL	\$ 6,005.31	\$ (5,347.24)	\$ 658.07	\$ (934.25)	\$ 1,59

	(CASH OUT) / CASH IN				\$'s REMAINING
	ACTUAL IN	ACTUAL OUT	NET	BUDGETED NET	
Student Support/Enrichment/Education					\$ -
Extended Classes	\$ 27,461.00	\$ (23,555.51)	\$ 3,905.49	\$ 1,000.00	\$ 2,905.49
Assemblies	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ 1,200.00
Classroom Enrichment	\$ -	\$ (1,606.97)	\$ (1,606.97)	\$ (9,000.00)	\$ 7,393.03
Academic Enrichment (EZ Grants)	\$ -	\$ (2,217.60)	\$ (2,217.60)	\$ (7,500.00)	\$ 5,282.40
6th grade Learning Experience & Recognition	\$ -	\$ -	\$ -	\$ (2,250.00)	\$ 2,250.00
5th Grade Level Learning Experience	\$ -	\$ (812.50)	\$ (812.50)	\$ (2,000.00)	\$ 1,187.50
4th Grade Level Learning Experience	\$ 295.60	\$ -	\$ 295.60	\$ (1,500.00)	\$ 1,795.60
3rd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
2nd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Kindergarten Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Art Docent Fees & Supplies	\$ -	\$ (454.79)	\$ (454.79)	\$ (3,300.00)	\$ 2,845.21
PTSA Discretionary Scholarships	\$ 1.35	\$ (212.42)	\$ (211.07)	\$ (800.00)	\$ 588.93
IXL Schoolwide Subscription	\$ -	\$ (2,500.00)	\$ (2,500.00)	\$ (2,400.00)	\$ (100.00)
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA Reflections Student Art Program	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
Morning Valet Program	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (1,795.00)	\$ 1,795.00
Surplus - EZ Grant	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 27,757.95	\$ (31,359.79)	\$ (3,601.84)	\$ (36,945.00)	\$ 33,343.16
Community/Volunteer Involvement & Education					\$ -
Family Night -- Skate King	\$ 78.50	\$ -	\$ 78.50	\$ -	\$ 78.50
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ -	\$ -
Family Night -- Welcome Back BBQ	\$ 630.00	\$ (847.62)	\$ (217.62)	\$ (1,000.00)	\$ 782.38
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Family Night -- Math/Game Nights	\$ -	\$ (49.44)	\$ (49.44)	\$ (50.00)	\$ 0.56
Yearbook	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
AE Staff Appreciation Food & Events	\$ -	\$ (1,271.70)	\$ (1,271.70)	\$ (1,800.00)	\$ 528.30
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (130.00)	\$ 130.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (65.00)	\$ 65.00
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (154.75)	\$ 154.75
SUBTOTAL	\$ 808.50	\$ (2,168.76)	\$ (1,360.26)	\$ (3,849.75)	\$ 2,489.49
Parent Involvement/Education					\$ -
Distribution List Service	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
First Week Packet	\$ -	\$ (286.96)	\$ (286.96)	\$ (1,000.00)	\$ 713.04
Owl Outreach	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
PTSA Welcome Coffee	\$ -	\$ (37.42)	\$ (37.42)	\$ (150.00)	\$ 112.58
PTSA-AE Student Directory Production	\$ -	\$ (291.80)	\$ (291.80)	\$ (300.00)	\$ 8.20
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (92.50)	\$ 92.50
SUBTOTAL	\$ -	\$ (616.18)	\$ (616.18)	\$ (1,942.50)	\$ 1,326.32
GRAND TOTAL CASH FLOWS	\$ 62,407.76	\$ (39,517.09)	\$ 22,890.67	\$ (5,121.50)	\$ 56,024.34
THIS WORKBOOK CHECK TOTAL	\$ 62,407.76	\$ (39,517.09)	\$ 22,890.67		
DIFFERENCE	\$ -	\$ -	\$ -		

UNRESTRICTED CASH START OF YEAR: \$ 45,715.81

CHANGE IN UNRESTRICTED CASH: \$ 22,890.67

UNRESTRICTED CASH END OF PERIOD: \$ 68,606.48

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Committed Grants					\$ -
Math Challenges		\$ (60.22)	\$ (60.22)	\$ 400.00	\$ 339.78
Kindergarten Early Reading Assessments		\$ -	\$ -	\$ 525.00	\$ 525.00
Birthday Book Club		\$ (680.07)	\$ (680.07)	\$ 700.00	\$ 19.93
Playground Peace Coaches	\$ 265.00	\$ (68.49)	\$ 196.51		\$ 196.51
WORD Conference	\$ 755.00	\$ (608.80)	\$ 146.20		\$ 146.20
Kamishibai Theater and Story Cards	\$ 397.60	\$ -	\$ 397.60		\$ 397.60
PNB Science/Movement Residency	\$ 800.00	\$ -	\$ 800.00		\$ 800.00
Leveled Library		\$ -	\$ -	\$ 515.29	\$ 515.29
SUBTOTAL	\$ 2,217.60	\$ (1,417.58)	\$ 800.02	\$ 2,140.29	\$ 2,940.31
Operating Reserve					
Operating Reserve		\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
TOTAL RESTRICTED CASH	\$ 2,217.60	\$ (1,417.58)	\$ 800.02	\$ 16,315.29	\$ 17,115.31

TOAL CASH END OF REPORTING PERIOD: \$ 85,721.79

DDA Acct \$ 59,091.85

MRS 9407 \$ 6,172.19

MRS 1407 \$ 18,614.94

TOTAL BALANCE PER BANK: \$ 83,878.98

Outstanding Deposits-Unrestricted: \$ 3,839.00

Outstanding Checks-Unrestricted: \$ (1,996.19)

Outstanding Deposits-Restricted: \$ -

Outstanding Checks-Restricted: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 85,721.79

DIFFERENCE: \$ -

Breakout of Teacher/Classroom Enrichment spending:

Description	Check To:	Total
Classroom Enrichment - Harasimowicz	Gena Harasimowicz	(158.42)
Classroom Enrichment - Hurst	Kristen Hurst	(177.78)
Classroom Enrichment - Hanson	Pete Hanson	(132.47)
Classroom supplies - Banks	Vanessa Banks	(158.47)
Classroom supplies - Celeste	Monique Celeste	(195.00)
Classroom supplies - Ellis	Debra Ellis	(157.22)
Classroom supplies - Lowery	Scott Lowery	(131.21)
Classroom reimbursements	Lynn Bailie	(187.57)
Classroom supplies (office supplies, apple	Robin Fluharty	(153.92)
Class supplies (nametags, tape, calendar,	Maria Chesney	(154.91)
Grand Total		(1,606.97)

Note: Does not include request for reimbursement received during January from Melissa Douma for \$154.79.

Breakout of Art Docent spending:

Description	Check To:	Total
Art docent supplies	Cynthia Shimabuku	(139.92)
Art Docent reimbursement - calendar	Alisa Reebbs	(27.36)
Art Docent reimbursement - Shimabuku	Cynthia Shimabuku	(102.32)
Supplies Order	Audubon Elementary	(171.13)
Art Docent supplies (balloons, paper goo	Jennifer Ray	(14.06)
Grand Total		(454.79)

Appendix B: Communications Report
VP Khris Schaffner

Communications

----OvO----
eNews

Remember to sign up Kindergarten parents

----OvO----

Considering New Website host options

- would like to choose one ASAP and create backup site and then move

Appendix C: Fundraising Report
VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Jan 8th 2012*	As of Dec 31st 2011
PTSA Donations	13,000	13,293.63	13,097.10
Corporate Matching	6,500	6,735	6,735
Volunteer Time Matching	2,000	2,465	1,479
BoxTops	500	240	0
Amazon	1,500	1,246.85	674.58
eScrip	2,000	1,244.24	1,244.24
Audubon Family Dinner Nights	1,000	451.71	451.71
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	4,402.55	4,402.55
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

This year's numbers:

Students: 560

PTSA memberships (to date): 467

□ We have reached the Gold level Washington State PTSA membership incentive by achieving a 10% increase from the previous year's membership enrolled and paid by January 25th. We are hoping to reach the platinum level (20% increase over last year, 473 memberships - enrolled and paid by March 30, 2012).

PTSA Donation & Corporate Matching

Most of the Corporate matching has been done! I will be sending out the tax donation receipts this week.

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 from last year! We plan to start figuring out details for the Jog-a-thon right away the winter break.

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

So far this year, we have collected \$210 worth of box tops (I sent in \$240 worth of box tops earlier this year that were collected at the end of last year), I will send them shortly. We currently have 16,170 points in the labels for education program. This doesn't include any of the labels collected this year. I don't have an estimate for how many points need to be submitted, but it is at least a few hundred.

Amazon and other online stuff (linkshare)

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

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

EverythingParty

Anytime you visit the store, tell the check person that you want the 10% for the school donation program to go to Audubon Elementary.

Audubon Family Dinner Nights

The next one for this school year is at Crossroads bar & Grill on Feb 1st 2011. They will donate 15% of the totals with the flyers to Audubon PTSA. Thank you to Yoe's Noodles for hosting the event in Dec. They donated \$66.34 as a part of the proceeds for that evening.

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

No Report Submitted

Appendix E: Events Report

VP Kirsten Reddish

Events

Kirsten Reddish

1/8/2012

Events are bustling in January!

We will be assisting the teachers with the science fair, which is a big job. The fair will take place on the evening of February 23rd and we need lots of parent judges to come and take an interest in the student projects, but before that can happen there is lots to be done—we need to order the project display boards, photograph all the students with their entries, create the award certificates, and plan the display tables. I've sent out volunteer signups this week and I'm hoping to get a strong response.

The Hoedown is coming up on the 27th. Raquel Mc Junkin and Janine Sullivan are very experienced chairs for this event and have it well organized. But as always they need plenty of volunteer help the night of the event.

Coming up after that: Skate King on February 15th and Read Across America starts February 27th!

Appendix F: Outreach

VP's Judy East & Roy Captain

No Report Submitted

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

No Report Submitted

Appendix H: Ways and Means

Linda Hall

No Report Submitted