

Board of Directors Meeting

November 15, 2012

Mindy Lincicome called the meeting to order at 6:40 pm

Mindy Lincicome motioned that the minutes from the previous meeting be approved. The vote passed unanimously.

At previous General Membership meeting, elected members of the nominating committee for next year's board.

- Chandana Surlu
- April Miller
- Yumna Green
- Linda Lindsey

3 applications for EZ Grants received. Will be reviewed before the next meeting.

Still about 6 people who haven't yet done training this year. Options in November and February

Tuesday, November 27 training at Eastlake High School – free to Audubon.

Regular training either first or second Saturday in February on Mercer Island.

Online training also available.

PTSA Membership going well – at least 50% of last year's membership enrolled by end of September. Received Bronze Award.

Rose Hill's Middle School last year 223 for whole year, now at 385 and still only November.

Treasurer's Report:

\$96,000 in cash on hand. Just spent approximately \$7,000 on new non-fiction books. Finalized 990 tax filing for this year. Report also included some detail on class enrichment spending and also Art Docent spending. Note that there are envelopes in office with at least three check requests – VPs, please follow up. Suggestion that perhaps chairpeople could send email with heads up to VPs when have submitted check request.

VP Reports:

Communications – Nothing to add

Fundraising – Verified some figures with Treasurer. Waiting for re-issued check for Microsoft matching funds. Reminder to be careful when going through PTSA mailbox – minor issues with things going missing.

School Services: Corrections to report. Staff Appreciation was Tuesday, November 13. “Kelley” Miller, not Keller Miller.

Events: Notice that light on events in late October – December. Think about what might fit in – can’t make a lot of demands on people.

Outreach: Nothing to add

Student Enrichment: Nothing to add

Extended Classes: Nothing to add. What happens when chaperones don’t show up? Priya and Yumna have been stepping in. Has only happened a couple of times. Have also had two chaperones for one class. Overall, system has been working.

Question for Mrs. Belshaw: What kinds of curriculum enrichment may parents provide? Answer: Audubon must vet all the materials to ensure that they meet standards and are in line with existing curriculum. Any ideas can be brought to the individual teachers.

Teacher comments: Staff feels very much appreciated by PTSA, especially coffee cart, other lunches/snacks. Note that Top Pot donated some donuts, Panera Bread donated some bagels. Don Driftmeyer kindly extended his time with the coffee cart so that most teachers received a second coffee.

Announcement: Next meeting proposed for 12-1 pm on December 13, 2012

Nominating committee: Raised possibility that Outreach could be downgraded from VP to chairperson.

Need: President, 1 of 2 VP Communications, 1 of 2 VP of Events, VP Enrichment, VP Outreach, Treasurer

Goal to have our selections for new officers by March. By state rules must have them elected by end of April.

Meeting adjourned at 7:15 pm

Appendix A: Treasurer’s Report

Treasurer: Lee Mills

Treasurer’s Report for October, 2012

Net YTD Cash In/(Out): \$ 7,761.31

- Cash In: \$ 46,260.98
- Cash out: \$ 38,499.67

FY12 Beginning Cash Balance: \$ 88,246.38

- Undesignated cash: \$ 62,698.36
- Designated cash: \$ 25,548.02

YTD Ending Cash Balance: \$ 96,007.69

- Undesignated cash: \$ 70,459.67
- Designated cash: \$ 25,548.02

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- October was a busy month, with Extended Class deposits and checks.
- Current PayPal balance (not included in balance numbers presented) is \$193.20.
- Finalizing annual "990" tax filing in November.

[For additional detail, please see separate document titled "Treasurer Report 2012-10-31"]

Appendix B: Communications

VPs: Chandana Surlu and Khri Schaffner

Communications Report

eNews: Sending eNews every week! Staff: please help by adding the following line to your newsletters:

"Email info@audubonpta.org to receive Audubon's weekly newsletter of happenings at school and beyond."

Website:

The website is now current.

Directory:

Directories were distributed in the 3rd week of October.

Appendix C: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2012-2013 Budget	As of Nov 15 2012	As of June 2013*
PTSA Donations	13,000	12,430.82	13,065.82
Corporate Matching	6,500	0	5,941
Volunteer Time Matching	2,000	0	2,176
BoxTops	500	0	320
Amazon	1,500	503.22	709.96
eScrip	2,000	712.11	1061.02
Audubon Family Dinner Nights	1,000	193.26	204.33
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	450	3,830
Everything Party (Other)	0	0	0
Jamba Juice (Other)	0	27.47	27.47
Fundraising Expenses	(300)	(0)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(0)

* This should be in the PTSA account by June 30, 2013.

PTSA Donations & Corporate Matching

Membership report: Beth Benincasa, Membership Chair

PTSA is up to 463 members now and we have applied for the 100% Teacher Membership Award. Finally, directories were distributed to paid PTSA member families and staff members.

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 us know at (fundraising@audubonpta.org) and we'll follow up with them on reporting these hours.

Box Tops & Labels for Education: Colleen Kroeger, BoxTops & Labels Chair

Here are Audubon's current Labels points:

Current Bank Balance as of 11/15/2012: 1,881

Colleen is currently running a Box Tops and Labels classroom contest, starting now and going through Thanksgiving break. She will gather, count and post stats weekly in a graph on the PTSA bulletin board. This will be posted in the eNews.

Colleen redeemed 25,250 Labels for Education points and was able to obtain all on Ms. Denney's list except the SilverRider Trike (for 16,100 points). After this order we have 1,881 points left.

It should take approximately 10 weeks for the merchandise to arrive. Colleen will let the office staff know that she is expecting these items, and she will give the final list to Ms. Denney to confirm all items were received. Colleen will also have Ms. Denney take a picture of kids with some of the items so she can complete a bonus form illustrating what we did with our Labels points.

Amazon and other online stuff (linkshare)

We had our school supplies available through an Amazon store: <http://audubonpta.org/AudubonPTSAStore.aspx>.

eScrip report: Jorge Santos, eScrip Chair

No report.

Audubon Family Dinner Nights: Denise Ferguson and Jorge Santos, Co-chairs

The next AFDN is scheduled for Tuesday, December 4 at Pallino Pastaria in Redmond Town Center.

Jog-a-thon report: Chandana Surlu, Chair

It would be good to start planning the Jog-a-thon in early January.

EverythingParty

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

Jamba Juice School appreciation cards

Present the School Appreciation Card every time you make a purchase at the Jamba Juice stores, and Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards are valid at JJ stores only (not at Safeway, for example).

See: http://69.63.145.40/index.php?option=com_content&view=article&id=6 for details. (Please note that the URL has changed.)

Appendix D: School Services

VP: Kiranmaye Lanke

HEARING AND VISION SCREENING

It went well as per schedule. We had enough volunteers and was well planned out for the day.

HELPING HANDS

The wish list will be put up soon. Keller Miller is doing an awesome job .

DROP/PICK-UP

All the volunteers are doing an excellent job.

STAFF APPRECIATION

It was on Monday, November 12. It went well.

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Appendix E: Student Enrichment

VP: Deb East

Art Docents

We completed our Fall Art Lesson Workshop and our Clay Lesson Workshop and all the art docents are underway teaching great art elements and techniques to our kids! Everything is going well.