

PTSA Board of Directors Meeting
 Agenda and Area Reports – January 17, 2013

2 min	1. CALL TO ORDER – Mindy Lincicome
1 min	2. PRESENTATION OF AGENDA AND S.O.P. – Lindsay Berg <ul style="list-style-type: none"> • MOTION: Audubon PTSA BOD approves the minutes of the December 13, 2012, Board of Directors Meeting.
3 min	3. PRESIDENT’S REPORT AND ACTIONS – Mindy Lincicome <ul style="list-style-type: none"> • No new business
5 min	4. TREASURER’S REPORT AND ACTIONS – Lee Mills <i>Report included as Appendix A</i>
3 min	5. VP REPORTS AND ACTIONS <ul style="list-style-type: none"> • Communications, Khris Schaffner and Chandana Surlu <i>Report included as Appendix B</i> • Fundraising, Zoe Li and Denise Ferguson <i>Report included as Appendix C</i> • School Services, Kiranmaye Lanke <i>Report included as Appendix D</i> • Events, Kirsten Reddish and Priya Satishbabu <i>No Report</i> • Outreach, Judy East & Roy Captain <i>Report included as Appendix E</i> • Student Enrichment, Deb East <i>No Report</i>
3 min	
3 min	
3 min	
5 min	
3 min	
3 min	6. OTHER REPORTS AND ACTIONS <ul style="list-style-type: none"> • Ways & Means – No Report • Legislative Advocacy – No Report • Extended Classes – Yumna Green and Supriya Natu <i>No Report</i>
3 min	
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – Karen Belshaw
47 min	8. CLOSE OF MEETING

Meeting called to order by Mindy Lincicome at 7:45 pm

Motion to approve minutes from December 13, 2012 BOD meeting approved unanimously

Mindy Lincicome reminded the Board that 4 people still needed to complete their training for the year: Kirsten Reddish, Roy Captain, Priya Satishbabu, and Khris Schaffner

Nothing to add to Treasurer's Report, attached as Appendix A

Communications Report attached as Appendix B. One question regarding inclusion of K parents in eNews distribution. Outreach explained that links to eNews provided as part of new post-registration K outreach program.

Fundraising Report attached as Appendix C. Mrs. Denny commented that her redemptions for Box Tops for Education always filled promptly. Next Audubon Family Dinner Night is scheduled for Crossroads Bar and Grill in Bellevue. Time is 5-10 pm, no flyer required. Restaurant generously giving 10% of ALL receipts to Audubon.

School Services Report attached as Appendix D. Thursday 1/31 is the next lunch day for teachers. Jennifer Malick has done a great job with our emergency preparedness and is not helping with emergency prep for Rose Hill Jr. High.

Outreach Report attached as Appendix E.

Decided to keep Outreach as a VP position, no change to Standing Rules required. Agreed that could add more tasks for Outreach to make position more meaningful, such as coordinating volunteers or cultural leads.

Events: Sock Hop on Friday, 1/25. Kathy Watson will be running the Science Fair this year, and she has great plans for how to get more done in advance and avoid last minute chaos.

Meeting adjourned at 8:25 pm

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for October, 2012

Net YTD Cash In/(Out): -\$ 2,355.09

- Cash In: \$ 49,540.95
- Cash out: \$ 51,896.04

FY12 Beginning Cash Balance: \$ 88,246.38

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

YTD Ending Cash Balance: \$ 85,891.29

- Undesignated cash: \$ 67,692.07
- Designated cash: \$ 18,199.22

Items of note:

- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- Current PayPal balance (not included in balance numbers presented) is \$300.18.
- We will be taking care of the 1099 reporting during January.

Please see separate document titled "Treasurer Report 2012-12-31"

Appendix B: Communications

VPs: Chandana Surlu and Khris 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."

Note all Staff, VPs and chairs: Please send information about your event/program by Friday of the week before (at least). The eNews is sent out on Sundays.

Website:

The website is now current.

Appendix C: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2012-2013 Budget	As of Jan 17 2013	As of June 2013*
PTSA Donations	13,000	12,981.82	13,617.32
Corporate Matching	6,500	1456.50	7,366
Volunteer Time Matching	2,000	1462	2,176
BoxTops	500	324.60	944.60
Amazon	1,500	689.91	1,251
eScrip	2,000	1,187.34	1,348.34
Audubon Family Dinner Nights	1,000	264.44	275.51
Photo Fundraiser	350	0	0
Jog-a-thon	13,000	775	3,830
Everything Party (Other)	0	79.30	79.30
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

No report.

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 12/13/2012: 2,486

This week Colleen is submitting 1,389 points for the Labels program that were collected from September -December 2012. She also completed 6 bonus points forms for Mrs. Belshaw's signature, which she will send in with the Labels. Total bonus points from the Sharing and Caring (3, 500 points each), Show Off What You've Earned (1, 100 points) and Success Tips (2, 100 points each) are 1,800. They have already been added to the Labels bank balance; however, it will take a few weeks for that balance to be updated.

Colleen is sending in 3,000 Box Tops from the fall contest, so PTSA will receive a check for \$300 in April 2013.

Amazon and other online stuff (linkshare)

Audubon PTSA's link for amazon.com is on the home page of the PTSA website and on the Smart Shopping page.

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 Monday, February 4, 2013 at Crossroads Bar and Grill in Bellevue.

Jog-a-thon report: Chandana Surlu, Chair

Chandana has started to plan for our Spring Jog-A-Thon.

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 valid at JJ stores only (not at Safeway, for example). See for 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

Staff appreciation

Going on well.

Emergency preparedness

Jennifer did an awesome job in checking and stocking the supplies. she has updated the list and added a few additional safety tools.

Appendix E: Outreach

VPs: Judy East and Roy Captain

Kindergarten registration change—the past 3 years we have tried to have a presence at kindy reg including information and a sign up to receive information about summer meet and play dates, back to school information etc. It has been met with mediocre results, last year only having 15 families sign up (very chaotic room, already so many forms to fill out, unsure what they are signing up for).

We're working with Kathy to include the PTSA introduction letter in her letter with links to the website, to enews and a contact person they can email with specific questions. She will also include a handout for the Meet and Plays in her letter so that all the families will have the information.

We are working on a job description for Outreach Chair for Nom Com.

Action Items:

- 1) Standing rules change (for Spring, but need to discuss now so that we can have position considered on Nom Com): Consider changing VP Outreach to Outreach chair reporting directly to the president. That position has key functions of planning and overseeing summer meet and play dates, contacting Kathy Weiss with information for incoming kindergarten families, ideally "I'm here to help" teams for the day before school starts "Meet and Greet", back to school BBQ, International Night, Curriculum night etc. (helping people find classrooms, answering questions).
- 2) Adding Outreach chair to Nom Com list of chair people
- 3) Someone from the board willing to be contact person for incoming kindys (name and email will be in letter that Kathy Weiss sends out in February/March) until Outreach Chair can be chosen. We are happy to meet with the person to answer questions.