

PTSA Board of Directors Meeting
 Agenda, Minutes and Reports – December 19, 2013

2 min	1. CALL TO ORDER – Yumna Green and Roy Captain
1 min	2. PRESENTATION OF AGENDA AND S.O.P. – Lindsay Berg <ul style="list-style-type: none"> • MOTION: Audubon PTSA BOD approves the amended minutes of the October 17, 2013, Board of Directors Meeting • MOTION: Audubon PTSA BOD approves the minutes of the November 21, 2013, Board of Directors Meeting
5 min	3. PRESIDENT’S REPORT AND ACTIONS – Yumna Green and Roy Captain <ul style="list-style-type: none"> • General business
15 min	4. TREASURER’S REPORT AND ACTIONS – Mindy Lincicome <i>Report and motions included as Appendix A</i>
3 min 3 min 3 min 3 min 3 min 10 min	5. VP REPORTS AND ACTIONS <ul style="list-style-type: none"> • Communications, Chandana Surlu <i>Report included as Appendix B</i> • Fundraising, Zoe Li and Denise Ferguson <i>Report included as Appendix C</i> • School Services, Deb East <i>Report included as Appendix D</i> • Events, Priya Satishbabu <i>No Report</i> • Outreach, Khris Schaffner and Linda Lindsay <i>Report included as Appendix E</i> • Student Enrichment, Kirsten Reddish <ul style="list-style-type: none"> ○ Request to increase Science Fair budget by \$400
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 –Supriya Natu <i>No Report</i>
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – None this month.
64 min	8. CLOSE OF MEETING

Roy Captain called meeting to order at 6:45 pm
Motions to approve October minutes and November minutes pass.

General Business:

Remember training if still required

Emergency Prep: Kudos to Jen Malick and her work; very involved at district level and has been recognized by district as a great contributor. Also doing Rose Hill emergency prep.

Would like to investigate whether would be possible in LWSD to change our own emergency contact information online, as in Issaquah school district. Right now, there are delays in getting contact information updated.

Mindy Lincicome: Requested Motions

PTSA cannot use credit or debit cards for any purchases. However, need to have a debit card for Paypal verification.

Treasurer at Audubon does not have signature on accounts – to avoid any appearance of impropriety.

If keep smaller amount in Paypal account, will need to move funds from Paypal account on a regular basis.

Reminder that we have an open finances policy – anyone in PTSA can look at the full set of account books at any time, for any reason. Believe that this is a PTSA best practice.

Motion to open checking account as reflected below in Appendix A. Motion passes unanimously.

Mindy brings in 4 Year Budget Comparison so that we have historical perspective when reviewing budget.

Contingency amount for each line item is approximately 5% of the line item and is there to allow Board to easily handle small cost overruns.

Motion passes to move money from Student Enrichment contingency fund to cover IXL cost overrun.

Science Fair was a new EZ grant project in 2010-11. In the past, the Assemblies line item has covered part of Science Fair, since there is an assembly component to Science Fair. Science Fair last year spent about \$1000. Cut Science Fair down from \$1500 to \$1000 because expected to get money from Assemblies. But Assemblies spend money on something else. Motion to approve from contingency \$400 to Science Fair budget. Also agreement that Science Fair budget should now be expanded for next year to cover all costs. Motion passes unanimously.

Finally, look at Academic Enrichment line to consider expanding funding for EZ Grants. Had to work last year to spend \$9500, so this year cut budget down to \$5000. But this year have significantly more requests. Would like to at least fund teacher stipends for second half of intramural sports and running club. Legally, teachers cannot run activities without stipend.

Motion to increase Academic Enrichment budget to \$2500 based on reallocation of funds - allow the Treasurer to take \$1900 from contingency and identify an additional \$600 from elsewhere in the budget to add to Academic Enrichment. Motion passes unanimously.

Plan to discuss Helping Hands program in January and during budget review - thinking about whether this is our best outreach program for the holidays. No other school takes on the project. Concern that this is a lot of effort for our volunteers. Think about an online component.

Science Fair: Need to be sure that get full support from Faculty. Early planning crucial.

Board members represent each other at all times.

Adjust signage at school to be sure that parent volunteers know that Staff Room is for staff only. No parents, including parent volunteers. Consider making the PTSA room more comfortable for sitting. PTSA Board will help remind everyone about which spaces are off limits.

Proactive communication about the fact that parents must accompany their children when they are dropping off after the second bell. Need to enforce policy about parental sign in. Rotating reminders in eNews might be helpful.

Parking lot volunteers for afternoon not available. May need support from school.

Meeting adjourned 8:20 pm

Appendix A: Treasurer's Report
Treasurer: Mindy Lincicome

Net YTD Cash In/(Out): \$ (31,999.39)

Cash In: \$ 79,373.65

Cash out: \$ (111,373.04)

FY Beginning Cash Balance: \$ 88,731.09

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

FYTD Ending Cash Balance: \$ 56,731.70

Undesignated cash: \$ 33,029.86

Designated cash: \$ 23,701.84

Requested Motions:

- ***“The Audubon PTSA BOD authorizes a change of one of our bank accounts from a savings account to a checking account, requesting a debit card for that checking account that will be used ONLY to verify the Paypal account. This new checking account will maintain a minimal balance and be used to receive deposits from the Paypal account.”***

Explanation:

We currently have 3 bank accounts – 1 checking and 2 savings. These accounts have existed for quite a while. In the past month (as noted on the YTD report), we shifted the balances in these accounts to be more in line with our financial activity. The majority of our PTSA funds are in the checking account. The larger savings account contains the amount we have typically held aside as “Operating Reserves” (this is money that would be used to conduct PTSA business for 1-2 years should the organization face an unusual circumstance). The smaller savings account currently contains \$1000. We tried to link this account to our Paypal account (currently, the checking account is the linked account) so that a smaller amount of funds are vulnerable should the security of our Paypal account be compromised. Paypal requires a debit and/or credit card to verify the account, and this is not available with a savings account.

- Revisions to the current 2013-2014 budget (an Excel document presenting four years of Expenditures and Budgets has been included with this report):
 1. Science Fair – It has been requested that an additional \$400 be given to the Science Fair budget. This amount can be covered from contingency funds.
 2. IXL – The subscription cost increased for IXL this year (partially because we have an additional classroom, partially because the subscription rate increased). The total cost for IXL was \$2680 when the approved budget line item was \$2500, so we need to move \$180 from the Contingency line item to the IXL line item.
 3. Academic Enrichment – the W&M Committee reviewed grant applications and awarded the majority of the \$5000 currently in this line item. There were only enough funds to cover Intramural Sports and Running Club for half the year. Here are 3 potential actions that the Board could take:
 - a. Take no action. *Result:* There would be less than \$1000 available for the second round of EZ Grants. This is not enough to cover either IM Sports or Running Club for the spring semester.
 - b. Increase the Academic Enrichment line item by \$1200. *Result:* This increase could be made from contingency funds (not requiring a General Meeting vote). With the funds remaining from the fall review, this amount would allow the W&M Committee to fund IM Sports and Running Club for the spring semester, but there would be no funds for any additional or new grants.
 - c. Increase the Academic Enrichment line item by a greater amount to allow funds for a second round of EZ grant applications. *Result:* Allows for the funding of IM Sports and Running Club, plus additional applications that might arise. Any amount greater than \$1900 would exceed what is available in the contingency line item and would require a vote of General Membership to approve the increase.

Detailed report of year-to-date activity:

AUDUBON PTSA - FINANCIAL STATEMENT DETAIL
For the Period of: July 1, 2013 thru December 13, 2013

(CASH OUT) / CASH IN

	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"Back To School" Donation Campaign	\$ 14,136.12	\$ -	\$ 14,136.12	\$ 14,000.00	\$ 136.12
Corporate Matching	\$ 743.74	\$ -	\$ 743.74	\$ 7,500.00	\$ (6,756.26)
Volunteer Hours Corporate Cash	\$ 3,264.00	\$ -	\$ 3,264.00	\$ 2,000.00	\$ 1,264.00
Box Tops & Soup Labels Program	\$ -	\$ -	\$ -	\$ 500.00	\$ (500.00)
Amazon Associates Program	\$ 743.64	\$ -	\$ 743.64	\$ 1,750.00	\$ (1,006.36)
E-Scrip program	\$ 835.21	\$ -	\$ 835.21	\$ 2,000.00	\$ (1,164.79)
Audubon Family Dinner Nights	\$ 148.46	\$ -	\$ 148.46	\$ 750.00	\$ (601.54)
Photo Fundraiser Service Agreement	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Spring Jogathon	\$ 5,536.00	\$ -	\$ 5,536.00	\$ 17,500.00	\$ (11,964.00)
Original Works Income	\$ 4,662.09	\$ (3,121.88)	\$ 1,540.21	\$ 500.00	\$ 1,040.21
Other Fundraising Income	\$ 72.41	\$ -	\$ 72.41	\$ -	\$ 72.41
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 30,141.67	\$ (3,121.88)	\$ 27,019.79	\$ 47,200.00	\$ (20,180.21)
Operations					
PTSA Membership Dues	\$ 6,465.00	\$ (4,535.94)	\$ 1,929.06	\$ 1,800.00	\$ 129.06
Interest Earnings	\$ 2.08	\$ -	\$ 2.08	\$ 10.00	\$ (7.92)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (15.00)	\$ (15.00)	\$ (200.00)	\$ 185.00
Charity Soliciting Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Child Care	\$ -	\$ -	\$ -	\$ -	\$ -
Copy and workroom materials for school	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Council Scholarship Assessment	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
Council Training Fees	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Liability Insurance Premium	\$ -	\$ (290.00)	\$ (290.00)	\$ (350.00)	\$ 60.00
LWSD Levy Fund Contribution	\$ -	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -
State PTA Convention Registration	\$ -	\$ -	\$ -	\$ (400.00)	\$ 400.00
Supplies & Materials & Postage	\$ -	\$ (22.29)	\$ (22.29)	\$ (250.00)	\$ 227.71
LW PTSA Scholarship Basket	\$ -	\$ (153.04)	\$ (153.04)	\$ (150.00)	\$ (3.04)
WSPTA Annual Awards Ceremony	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
General Meeting expenses	\$ -	\$ (59.08)	\$ (59.08)	\$ (100.00)	\$ 40.92
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ 6,467.08	\$ (5,275.35)	\$ 1,191.73	\$ (1,510.00)	\$ 2,701.73
Student Support/Enrichment/Education					
Extended Classes	\$ 42,327.80	\$ (40,897.71)	\$ 1,430.09	\$ 1,000.00	\$ 430.09
Assemblies	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Classroom Enrichment	\$ -	\$ (2,464.01)	\$ (2,464.01)	\$ (15,000.00)	\$ 12,535.99
Academic Enrichment (EZ Grants)	\$ -	\$ (3,155.51)	\$ (3,155.51)	\$ (5,000.00)	\$ 1,844.49
Playground Designated Fund Contribution	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
5th Grade Level Learning Experience	\$ -	\$ (285.00)	\$ (285.00)	\$ (2,000.00)	\$ 1,715.00
4th Grade Level Learning Experience	\$ 300.00	\$ -	\$ 300.00	\$ (1,500.00)	\$ 1,800.00
3rd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
2nd Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
1st Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Kindergarten Grade Level Learning Experience	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
Cooperative Learning Experience	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Art Docent Fees & Supplies	\$ -	\$ (344.03)	\$ (344.03)	\$ (3,000.00)	\$ 2,655.97
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ (68.00)	\$ (68.00)	\$ (500.00)	\$ 432.00
IXL Schoolwide Subscription	\$ -	\$ (2,680.00)	\$ (2,680.00)	\$ (2,500.00)	\$ (180.00)
Schoolwide Science Fair	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ 1,000.00
AE School Student Safety Patrol	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Emergency Prep Consumable Supplies	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ 2,000.00
PTSA International Night	\$ -	\$ -	\$ -	\$ (750.00)	\$ 750.00
Read Across America Week	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
PTSA Reflections Student Art Program	\$ -	\$ (12.88)	\$ (12.88)	\$ (250.00)	\$ 237.12
Morning Valet Program	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
5th Grade Recognition Ceremony	\$ -	\$ -	\$ -	\$ (350.00)	\$ 350.00
School "Team" Recognition and Support	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Playground Peace Coaches	\$ -	\$ -	\$ -	\$ (150.00)	\$ 150.00
Math Challenges	\$ -	\$ (159.84)	\$ (159.84)	\$ (250.00)	\$ 90.16
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (2,500.00)	\$ 2,500.00
SUBTOTAL	\$ 42,627.80	\$ (50,066.98)	\$ (7,439.18)	\$ (43,550.00)	\$ 36,110.82

	ACTUAL IN	ACTUAL OUT	NET	BUDGET
Community/Volunteer Involvement & Education				
Family Night -- Skate King	\$ 120.00	\$ -	\$ 120.00	\$ -
Family Night -- Dance Event	\$ -	\$ -	\$ -	\$ 500.00
Family Night -- Welcome Back BBQ	\$ -	\$ (150.00)	\$ (150.00)	\$ (750.00)
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (300.00)
Family Night -- Math/Game Nights	\$ -	\$ (51.86)	\$ (51.86)	\$ (100.00)
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (250.00)
Yearbook	\$ 17.10	\$ -	\$ 17.10	\$ 500.00
AE Staff Appreciation Food & Events	\$ -	\$ (719.58)	\$ (719.58)	\$ (2,000.00)
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ (96.58)	\$ (96.58)	\$ (100.00)
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (175.00)
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (100.00)
Spring Field Day	\$ -	\$ -	\$ -	\$ (100.00)
Contingency Community & Volunteer Involvement	\$ -	\$ -	\$ -	\$ (300.00)
SUBTOTAL	\$ 137.10	\$ (1,018.02)	\$ (880.92)	\$ (3,225.00)
Parent Involvement/Education				
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)
First Week Packet	\$ -	\$ (447.73)	\$ (447.73)	\$ (500.00)
Owl Outreach	\$ -	\$ (141.24)	\$ (141.24)	\$ (200.00)
PTSA Welcome Coffee	\$ -	\$ (137.80)	\$ (137.80)	\$ (150.00)
PTSA-AE Student Directory Production	\$ -	\$ (361.45)	\$ (361.45)	\$ (500.00)
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (500.00)
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)
SUBTOTAL	\$ -	\$ (1,088.22)	\$ (1,088.22)	\$ (2,250.00)
GRAND TOTAL UNDESIGNATED CASH FLOWS	\$ 79,373.65	\$ (60,570.45)	\$ 18,803.20	\$ (3,335.00)

UNDESIGNATED CASH START OF YEAR: \$ 14,226.66

CHANGE IN UNDESIGNATED CASH: \$ 18,803.20

UNDESIGNATED CASH END OF PERIOD: \$ 33,029.86

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL
Designated Funds				
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ (302.59)	\$ (302.59)	\$ 329.43
FY13 Playground Equipment	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,000.00
SUBTOTAL	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 60,329.43
Operating Reserve				
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00
GRAND TOTAL DESIGNATED CASH FLOWS/BALANCES	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 74,504.43

TOTAL CASH END OF REPORTING PERIOD: \$ 56,731.70

DDA Acct \$ 56,221.28

MRS 9407 \$ 1,000.00

MRS 1407 \$ 14,175.00

TOTAL BALANCE PER BANK: \$ 71,396.28

Outstanding Deposits-Undesignated: \$ -

Outstanding Checks-Undesignated: \$ (14,664.58)

Outstanding Deposits-Designated: \$ -

Outstanding Checks-Designated: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 56,731.70

DIFFERENCE: \$ -

Appendix B: Communications

VP: Chandana Surlu

General:

Still waiting for the parent email list from Kathy.

eNews from the chair Khris Schaffner:

Sending eNews every Sunday. Our readership is up over all and the percentage reading is up, too.

Appendix C: Fundraising
VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2013-2014 Budget	As of Dec. 19, 2013	As of June 30, 2014*
PTSA Donations	14,000	14,136.12	14,136.12
Corporate Matching	6,500	743.74	4,968.74
Volunteer Time Matching	2,000	3,264	3,995.00
BoxTops	500	0	295.50**
Amazon	1,750	743.64	1,254.71
eScrip	2,000	983.32	1,323.68
Audubon Family Dinner Nights	750	148.46	239.46
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	5,536	5,661
Original Works	500	0	1540.21
Everything Party (Other)	0	0	0
Smith Brothers (Other)	0	0	0
Fundraising Expenses	(300)	(7.63)	(0)
Jog-a-thon Expenses	(1,000)	(0)	(0)

* This should be in the PTSA account by June 30, 2014.

**This amount should be in the PTSA account by December 31, 2013.

PTSA Donations & Corporate Matching

Volunteer Time Matching

Audubon PTSA receives \$17 for every hour Microsoft employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 4 hours must be accumulated before Microsoft will generate the first check to Audubon PTSA. (Please note the decrease in minimum hours for Microsoft volunteers from 10 to 4 hours.) **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.

Membership report: Beth Benincasa, Membership Chair

We are now at 511 members. We have applied for the 100% Teacher Membership award. We have received the Bronze award for enrolling 50% of last year's members by Oct 25.

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

Labels for Education points: 9,584 (as of November 18, 2013)

Box Tops: We will be receiving a check in December for \$292.50 (collections from the spring of the previous school year, plus some online activity this fall).

Colleen held a Box Tops and Labels for Education contest that ran through Thanksgiving. So far she has collected and counted over \$200 in Box Tops and 500 Labels points. She will have a final tally in January. Audubon PTSA will receive another check in mid-April based on the current contest collections.

Amazon

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

eScrip report: Andria Quarry, eScrip Chair

Nothing new to report.

Audubon Family Dinner Nights: Denise Ferguson, chair

Our December AFDN was on Monday, December 9 at Pallino Pastaria in Redmond Town Center, and brought in \$66. Pallino decided to add a \$25 donation, bringing the final total to \$91.

We are still looking for someone to (co-)chair this position.

Jog-A-Thon: Chandana Surlu, Zoe Li, Denise Ferguson, co-chairs

Jog-A-Thon will be on Thursday April 24, 2014. We will have a kickoff assembly on Tuesday, April 1st. The assembly on the day of the Jog-A-Thon will be virtual.

Original Works: Zoe Li , Denise Ferguson, and Beate Krüger, co-chairs

Almost all of the orders have been distributed by now. Our profit from Original Works this year is \$1540.21.

EverythingParty (Other)

EverythingParty will donate 10% of each check to Audubon PTSA. Simply notify the clerk that you are with Audubon before checking out.

Smith Brothers (Other)

Audubon PTSA will receive \$20 for every new Audubon family who signs up for weekly delivery. This is an ongoing promotion. Directions and link are on the Smart Shopping page of the Audubon PTSA website.

Appendix D: School Services

VP: Deb East

Parking Lot Helpers: No new updates; we could still use a few more volunteers (especially on afternoons), but eNews announcements aren't netting any response.

Staff Appreciation: In December we had a winter lunch on the 12th with donated Ivar's Chowder and scrumptious salads made by our great volunteers on Thursday. Before winter break we will be giving away to all teachers and staff Holiday mugs with instant cocoa and candy canes. Thanks to the generosity of our community vendors we had special lunch in November with free Pizza provided by Papa John's. The teachers and staff loved it!

Emergency Prep: Going ahead with plans to offer First Aid and CPR classes.

Appendix E: Outreach

VP: Khris Schaffner and Linda Lindsay

Volunteer lists for events through February have gone out. The lists for the remainder of the year will go out in January.

Met with April Miller and others on developing an Audubon ADHD Support Group - to begin in January. We are also learning alot about what the District is looking for in Special Needs Liaisons chair positions. Basically a first point-of contact. Someone who can not only welcome special needs families but who can also direct families to the right staff at Audubon and who also familiar with the Special Needs structure at the District.

Found out about Watch D.O.G.S. (Dads of Great Students). It is a program growing across the nation to increase involvement of Dads n schools and can bring in matching funds too! Forwarded info to Fundraising. Might need to be a joint Fundraising/Outreach effort with its own Chair.

Weekly eNews continues to be filled with great information for families. The month-ahead outlook is receiving great feedback. Also appreciated is the link for the lunch menu.

Working on a newsletter specifically for the Art Docents.