

PTSA Board of Directors Meeting
 Agenda and Area Reports – February 20, 2014

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 minutes of the January 16, 2014, 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
10 min	4. TREASURER’S REPORT AND ACTIONS – Mindy Lincicome
3 min	5. VP REPORTS AND ACTIONS <ul style="list-style-type: none"> • Communications, Chandana Surlu <i>Report included as Appendix A</i> • Fundraising, Zoe Li and Denise Ferguson <i>Report included as Appendix B</i> • School Services, Deb East <i>No report</i> • Events, Priya Satishbabu <i>Report Included as Appendix C</i> • Outreach, Khris Schaffner and Linda Lindsay <i>No report</i> • Student Enrichment, Kirsten Reddish <i>No report</i>
3 min	
3 min	
3 min	
3 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 –Supriya Natu <i>Report included in Student Enrichment</i>
3 min	
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – Karen Belshaw
52 min	8. CLOSE OF MEETING

Meeting Minutes

The monthly meeting of the Audubon PTSA BOD took place at the home of Roy Captain at 11:45 am on Thursday, Feb. 20. This was a change from the originally announced meeting time and location – the time was changed because a school event was scheduled for Thursday evening during our regular meeting time; the location was changed because there were no available rooms at Audubon during the school day.

The meeting was called to order at 11:55am. President Roy Captain served as presiding officer.

In attendance: Mindy Lincicome (treasurer, acting secretary); Roy Captain (co-president); Yumna Green (co-president); Chandana Surlu (VP, Communications); Denise Ferguson (VP, Fundraising); Priya Satishbabu (VP, Events); Deb East (VP, School Services); Becky Stansell (Nominating Committee)

Board members absent: Lindsay Berg, Zoe Li, Khris Schaffner, Kirsten Reddish, Linda Lindsay

Presidents' Report:

The minutes from the January 16, 2014 BOD meeting were approved as presented.

Some concern about behavior at Sock Hop (children behaving inappropriately, running in and out). This will be a discussion item for future events – need to consider having “security” volunteers again (parents in hall outside cafeteria/gym to make sure children are behaving and staying with parents); “photo zone” to organize parents who are trying to photograph/video their kids.

Follow-up to parents/volunteers using staff lounge – signs have reduced most of the issue. Roy will directly talk with remaining volunteers who aren't respecting the request to stay out of the staff lounge.

Treasurer's Report:

Included at the end of the Minutes

VP reports:

Communication: clarifying the School District policy – the school can provide the entire email database for PTSA use but we must honor requests to unsubscribe/opt out. This week's eNews will go to many new people with the explanation that they can unsubscribe.

Ways & Means – will be meeting Monday morning (2/24/14) to evaluate two carry-over grants and three new grants

PTSA Membership/Extended Classes issue: we have had some lapses with parents chaperoning who are not PTSA members. Extended Class chairs have a lot on their hands just organizing classes and chaperone schedules, and do not have access to membership roles. Most lapses are not intentional, but parents thinking they had already joined. Someone needs to be responsible for the follow-up to make sure families participating in Extended Classes are registered PTSA members. Chandana is handling this currently, but suggests that this becomes a function/responsibility of the VP, Outreach. Extended Class chairs should provide VP Outreach with class lists, and VP Outreach will check membership database and follow-up with non-member parents. VP Outreach could also include the responsibility for the Volunteer Training in the fall as well.

Fundraising: There is a new program opportunity with Fred Meyer that should be easier than eScrip. They are still in the preliminary stages of setting the program up, so Denise is requesting that Board members test the registration process before we offer it out to our school population.

Meeting was adjourned at 12:30pm.

Treasurer's Report for January 2014
Submitted by Treasurer Mindy Lincicome

Net YTD Cash In/(Out): -\$ 8,353.97

Cash In: \$ 106,331.10

Cash out: \$ 114,685.07

FY Beginning Cash Balance: \$ 88,731.09

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

FYTD Ending Cash Balance: \$ 80,377.12

Undesignated cash: \$ 56,675.28

Designated cash: \$ 23,701.84

Requested Motions:

- Our smallest savings account was closed and a new checking account was opened. This brought a change in our account policies to avoid monthly fees. We shouldn't have an issue, but there are some easy action items to consider if maintaining the required minimum balance ever became a question.
- 1099 reports were mailed at the end of January. No questions have been received from vendors. The 1096 will be filed with the IRS next week.
- Our Corporate Registration Renewal was filed. A change of address was registered with the IRS for Washington State PTA (our registered agent).

Detailed report of year-to-date activity:

AUDUBON PTSA - FINANCIAL STATEMENT DETAIL					
For the Period of: July 1, 2013 thru February 7, 2014					
(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
Amazon Associates Program	\$ 1,123.46	\$ -	\$ 1,123.46	\$ 1,750.00	\$ (626.54)
E-Scrip program	\$ 1,323.68	\$ -	\$ 1,323.68	\$ 2,000.00	\$ (676.32)
Audubon Family Dinner Nights	\$ 239.46	\$ -	\$ 239.46	\$ 750.00	\$ (510.54)
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	\$ 31,393.46	\$ (3,121.88)	\$ 28,271.58	\$ 47,200.00	\$ (18,928.42)
Operations					
PTSA Membership Dues	\$ 6,479.37	\$ (4,625.94)	\$ 1,853.43	\$ 1,800.00	\$ 53.43
Interest Earnings	\$ 2.71	\$ -	\$ 2.71	\$ 10.00	\$ (7.29)
Annual Corporate Registration Fee	\$ -	\$ -	\$ -	\$ (10.00)	\$ 10.00
Bank Charges, CC and Paypal Fees	\$ -	\$ (18.00)	\$ (18.00)	\$ (200.00)	\$ 182.00
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	\$ -	\$ -	\$ -	\$ -	\$ -
Legislative Assembly Fees & Dues	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ (150.00)	\$ (150.00)	\$ (200.00)	\$ 50.00
General Meeting expenses	\$ -	\$ (59.08)	\$ (59.08)	\$ (100.00)	\$ 40.92
Contingency - Operations	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ 6,482.08	\$ (5,518.35)	\$ 963.73	\$ (1,010.00)	\$ 1,973.73

Student Support/Enrichment/Education					
Extended Classes	\$ 65,319.98	\$ (40,897.71)	\$ 24,422.27	\$ 1,000.00	\$ 23,422.27
Assemblies	\$ -	\$ (591.82)	\$ (591.82)	\$ (500.00)	\$ (91.82)
Classroom Enrichment	\$ -	\$ (3,304.95)	\$ (3,304.95)	\$ (15,000.00)	\$ 11,695.05
Academic Enrichment (EZ Grants)	\$ -	\$ (3,155.51)	\$ (3,155.51)	\$ (7,500.00)	\$ 4,344.49
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	\$ 696.60	\$ -	\$ 696.60	\$ (1,500.00)	\$ 2,196.60
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	\$ -	\$ (827.91)	\$ (827.91)	\$ (3,000.00)	\$ 2,172.09
PTSA Discretionary Scholarships/Assistance Fund	\$ -	\$ (68.00)	\$ (68.00)	\$ (500.00)	\$ 432.00
IXL Schoolwide Subscription	\$ -	\$ (2,680.00)	\$ (2,680.00)	\$ (2,680.00)	\$ -
Schoolwide Science Fair	\$ -	\$ (672.00)	\$ (672.00)	\$ (1,400.00)	\$ 728.00
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	\$ -	\$ (10.93)	\$ (10.93)	\$ (50.00)	\$ 39.07
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	\$ -	\$ (190.42)	\$ (190.42)	\$ (250.00)	\$ 59.58
Contingency -- Student Support/Enrichment	\$ -	\$ -	\$ -	\$ (120.00)	\$ 120.00
SUBTOTAL	\$ 66,016.58	\$ (52,697.13)	\$ 13,319.45	\$ (44,050.00)	\$ 57,369.45
Community/Volunteer Involvement & Education					
Family Night -- Skate King	\$ 120.00	\$ -	\$ 120.00	\$ -	\$ 120.00
Family Night -- Dance Event	\$ 2,301.88	\$ (300.00)	\$ 2,001.88	\$ 500.00	\$ 1,501.88
Family Night -- Welcome Back BBQ	\$ -	\$ (150.00)	\$ (150.00)	\$ (750.00)	\$ 600.00
Family Night -- Ice Cream Social	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
Family Night -- Math/Game Nights	\$ -	\$ (51.86)	\$ (51.86)	\$ (100.00)	\$ 48.14
Family Night -- Puzzle Hunt	\$ -	\$ -	\$ -	\$ (250.00)	\$ 250.00
Yearbook	\$ 17.10	\$ -	\$ 17.10	\$ 500.00	\$ (482.90)
AE Staff Appreciation Food & Events	\$ -	\$ (808.79)	\$ (808.79)	\$ (2,000.00)	\$ 1,191.21
Helping Hands	\$ -	\$ -	\$ -	\$ (50.00)	\$ 50.00
PTSA Info Fair @ Welcome Back BBQ	\$ -	\$ (96.58)	\$ (96.58)	\$ (100.00)	\$ 3.42
WA-PTA Golden Acorn Award	\$ -	\$ -	\$ -	\$ (175.00)	\$ 175.00
WA-PTA Outstanding Educator Award	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Spring Field Day	\$ -	\$ -	\$ -	\$ (100.00)	\$ 100.00
Contingency Community & Volunteer Involvement	\$ -	\$ (49.67)	\$ (49.67)	\$ (300.00)	\$ 250.33
SUBTOTAL	\$ 2,438.98	\$ (1,456.90)	\$ 982.08	\$ (3,225.00)	\$ 4,207.08
Parent Involvement/Education					
Distribution List Service	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
First Week Packet	\$ -	\$ (447.73)	\$ (447.73)	\$ (500.00)	\$ 52.27
Owl Outreach	\$ -	\$ (141.24)	\$ (141.24)	\$ (200.00)	\$ 58.76
PTSA Welcome Coffee	\$ -	\$ (137.80)	\$ (137.80)	\$ (150.00)	\$ 12.20
PTSA-AE Student Directory Production	\$ -	\$ (361.45)	\$ (361.45)	\$ (500.00)	\$ 138.55
Web Hosting/Domain Registration	\$ -	\$ -	\$ -	\$ (500.00)	\$ 500.00
Contingency -- Parent Involvement	\$ -	\$ -	\$ -	\$ (200.00)	\$ 200.00
SUBTOTAL	\$ -	\$ (1,088.22)	\$ (1,088.22)	\$ (2,250.00)	\$ 1,161.78
GRAND TOTAL UNDESIGNATED CASH FLOWS	\$ 106,331.10	\$ (63,882.48)	\$ 42,448.62	\$ (3,335.00)	\$ 45,783.62

UNDESIGNATED CASH START OF YEAR: \$ 14,226.66
CHANGE IN UNDESIGNATED CASH: \$ 42,448.62
UNDESIGNATED CASH END OF PERIOD: \$ 56,675.28

FY14 PLA

FYE BAL, F

	ACTUAL IN	ACTUAL OUT	NET	BEGIN BAL	END BAL
Designated Funds					\$ -
Library Non-Fiction Upgrade (12/31/2013)	\$ -	\$ (302.59)	\$ (302.59)	\$ 329.43	\$ 26.84
FY13 Playground Equipment	\$ -	\$ (50,500.00)	\$ (50,500.00)	\$ 60,000.00	\$ 9,500.00
SUBTOTAL	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 60,329.43	\$ 9,526.84
Operating Reserve					
Operating Reserve	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ 14,175.00	\$ 14,175.00
ND TOTAL DESIGNATED CASH FLOWS/BALANCES	\$ -	\$ (50,802.59)	\$ (50,802.59)	\$ 74,504.43	\$ 23,701.84

TOAL CASH END OF REPORTING PERIOD: \$ 80,377.12

DDA Acct \$ 69,248.46
MRS 9407 \$ 1,000.06
MRS 1407 \$ 14,175.57

TOTAL BALANCE PER BANK: \$ 84,424.09

Outstanding Deposits-Undesignated: \$ -
Outstanding Checks-Undesignated: \$ (4,046.97)
Outstanding Deposits-Designated: \$ -
Outstanding Checks-Designated: \$ -

TOTAL BALANCE PER BANK, ADJUSTED: \$ 80,377.12

DIFFERENCE: \$ -

Appendix A: Communications

VP: Chandana Surlu

Communications General:

We have 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 B: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2013-2014 Budget	As of Feb. 20, 2014	As of June 30, 2014*
PTSA Donations	14,000	14,221.12	15,499.26
Corporate Matching	6,500	743.74	6,096.74
Volunteer Time Matching	2,000	3,264	4,590.00
BoxTops	500	292.50	292.50
Amazon	1,750	1123.46	1,408.61
eScrip	2,000	1323.68	1,355.02
Audubon Family Dinner Nights	750	239.46	313.92
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	5,536	5,736
Original Works	500	1540.21	1540.21
Bellevue Downtown Assoc. (Ice Arena; Other)	0	0	30.00
Game Time Fundraising (Super Bowl programs)	0	0	30.00
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.

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

Nothing new to report.

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

Labels for Education points: 1,446. Colleen ordered the orange pylon cones and the cup stack sets for PE from the Labels for Education program, but they have not yet been received.

Box Tops: 3,200 = \$320 Box Tops from fall. We received a check for \$292.50 in December 2013. The Box Tops submitted over winter break will be paid in the spring 2014 check.

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 January AFDN was held on Tuesday, January 14, at Spice Route in Bellevue. We made \$74.46.

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

Jog-A-Thon planning is well underway.

The Jog-A-Thon Kickoff assembly will be on Tuesday April 1st at 8:45am.

The Jog-A-Thon will be on Thursday April 24th. The running slots are as follows:

9:00 - 9:30	2 & 3 students are outside (they run from 9:05-9:25)
9:40 - 10:10	K & 1 students are outside (they run from 9:45-10:05)
10:30 - 11:00	4 & 5 students are outside (they run from 10:35-10:55)
2:45 - 3:00	Virtual assembly in the classrooms

Fred Meyer Rewards Cards

Fred Meyer has now started a donation program similar to eScrip, which we will try out as a background, ongoing fundraiser. Fred Meyer is donating \$625,000 per quarter to non-profit organizations registered with Fred Meyer. Shoppers with a Fred Meyer Rewards Card can link their card to Audubon PTSA and Fred Meyer will donate money directly to us. Donations are based on the spending of all customers enrolled in the program. The more people Audubon PTSA has linked to us and the more they spend, the higher the portion of the quarterly amount we earn. The customers still continue to earn Rewards Points, Fuel Points, and Rebates.

We will promote this via eNews and on the Audubon PTSA website.

More information is available at:

http://www.fredmeyer.com/company_information/FM_Community/Pages/community_rewards.aspx

Bellevue Downtown Association (Ice Arena; Other)

Audubon PTSA received \$3 from every paying visitor who went ice skating at Chaplin's Bellevue Subaru Ice Arena at specified times during Winter Break and who notify the cashier that they are affiliated with Audubon PTSA. Last year's fundraiser raised \$3; this year's yielded \$30. We advertised only in the eNews.

Game Time Fundraising (Super Bowl Programs)

Game Time Fundraising partnered with the National PTSA for this fundraiser. Families could order an official Super Bowl XLVIII game program through the Game Time website. For every \$19.95 program orderd, \$5 will be contributed back to Audubon PTSA. Six orders came from Audubon, so we will be receiving a check for \$30 by early March.

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 C: Events

VP: Priya Satishbabu

Sock hop was a big hit, with 540 attendees (not including our teachers). This is our largest number to date. Woohoo! We were (way under) within our budget. A HUGE thanks to Raquel McJunkin and Janine Sullivan who have done an excellent job co-chairing the event.

Skate King is this Thursday, 6-8 PM. We are giving away prizes for early entries—hoping that would bring in more crowd!

Coming up, we have the **Science fair**, chaired by Kirsten Reddish on Thursday, Feb 27th. Kirsten is doing an amazing job. The boards were distributed last week and Kirsten plans to photograph the children with their respective board, a day prior to science fair.

Read Across America will be the week of March 4th - 7th, chaired by Wendy Rice.

Plans include daily Dr. Seuss quotes with gift certificates for the winning classes, Tracking reading pages (or minutes) for the whole school, Guest readers in each classroom from our fire and police departments and Book Exchange. Dress up as your favorite book character on Wednesday, March 5th—if approval granted from Mrs. Karen Dickens first, this would be instead of pajama day. Thursday, March 6th evening is Bedtime stories. We are still waiting for the Mayor to confirm his visit for reading stories.