

PTSA Board of Directors Meeting
 Agenda and Area Reports – March 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 February 20, 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 <i>Report included as Appendix A</i>
3 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>No report</i> • Events, Priya Satishbabu <i>No report</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
10 min	7. PRINCIPAL’S REPORT/FACULTY REPRESENTATIVE’S REPORT – Karen Belshaw
52 min	8. CLOSE OF MEETING

Minutes:

In attendance:

Christie Kelch

Meena Menter, Priya Satishbabu, Khri Shaffner, Linda Lindsay, Lindsay Berg, Deborah East, Denise Ferguson, Roy Captain, Yumna Green, Mindy Lincicome, Karen Belshaw

Roy Captain called the meeting to order at 6:35 pm

Received 100% Teacher participation award from Washington State PTA

Minutes approved as presented.

Treasurer's Report:

We are running on budget for this year so far. Everything on track, spending proceeding appropriately.

Need to schedule mid-year financial review. For review, require three people who did not have signature on the account this year.

Communications: Will post open Board VP and possibly chair positions to the website. Please notify her regarding which positions are still open and should be posted.

School Services: Nothing to report.

Events: Next week is Ice Cream Social. Menchies is sponsoring – handing out coupons and flyers and answering questions at the door. Have new carpet that needs protecting. Chandana and Kristy have volunteered to patrol keeping ice cream off carpet. Will get a couple of other parents to help on the day. Reminder that ice cream has to stay in cafeteria. Volunteers will wear safety vests to make them more visible.

Question regarding events: who will do photography in the future? Deb East could get photo lights if we wanted to have them – since the Easts are moving on from Audubon. Consider whether would be a problem to store, maintain. Try to find volunteer to take over from Deb and see if lights and stands would be required.

Outreach: Have volunteer lists out for rest of events for year.

Ways and Means: Consider recommendations from committee regarding Winter Grants.
Motion passes to approve the Ways & Means committee recommendation.

Report from the Principal:

Thank you for latest teacher appreciation! And thanks also for worrying about carpet during Ice Cream Social.

New award at state level for English Language Learner Programs. We exit 40-50% of our ELL students every year. Audubon a recipient of one of the first awards!

Final business: Consider shortening eNews. Khri suggests linking to more things instead of putting same content in every week. Or color code eNews into urgent and non-urgent sections.

Meeting adjourned, 7:15 pm

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

Net YTD Cash In/(Out): \$ 5,640.94

Cash In: \$ 127,176.54

Cash out: \$ 121,535.60

FY Beginning Cash Balance: \$ 88,731.09

Undesignated cash: \$ 14,226.66

Designated cash: \$ 74,504.43

FYTD Ending Cash Balance: \$ 94,372.03

Undesignated cash: \$ 70,670.19

Designated cash: \$ 23,701.84

Items of Note:

- We need to do the mid-year financial review. We need 3 PTSA members who do not have signature on our accounts. Maya Bar-Nathan (who is a potential future treasurer!) has agreed to participate. We will need 2 more people. It is about a 3-hour process to review the first 6 months of our year.
- The 1096 report of our 1099s was mailed February 25th. No questions have been received from vendors.

Detailed report of year-to-date activity:

AUDUBON PTSA - FINANCIAL STATEMENT DETAIL					
For the Period of: July 1, 2013 thru March 11, 2014					
(CASH OUT) / CASH IN					
	ACTUAL IN	ACTUAL OUT	NET	BUDGET	\$'s REMAINING
Fundraising					
"Back To School" Donation Campaign	\$ 15,499.26	\$ -	\$ 15,499.26	\$ 14,000.00	\$ 1,499.26
Corporate Matching	\$ 6,096.88	\$ -	\$ 6,096.88	\$ 7,500.00	\$ (1,403.12)
Volunteer Hours Corporate Cash	\$ 4,590.00	\$ -	\$ 4,590.00	\$ 2,000.00	\$ 2,590.00
Box Tops & Soup Labels Program	\$ 292.50	\$ -	\$ 292.50	\$ 500.00	\$ (207.50)
Amazon Associates Program	\$ 1,349.10	\$ -	\$ 1,349.10	\$ 1,750.00	\$ (400.90)
E-Scrip program	\$ 1,335.38	\$ -	\$ 1,335.38	\$ 2,000.00	\$ (664.62)
Audubon Family Dinner Nights	\$ 313.92	\$ -	\$ 313.92	\$ 750.00	\$ (436.08)
Photo Fundraiser Service Agreement	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)
Spring Jogathon	\$ 5,736.00	\$ -	\$ 5,736.00	\$ 17,500.00	\$ (11,764.00)
Original Works Income	\$ 4,662.09	\$ (3,121.88)	\$ 1,540.21	\$ 500.00	\$ 1,040.21
Other Fundraising Income	\$ 102.41	\$ -	\$ 102.41	\$ -	\$ 102.41
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Misc. Fundraising Expenses	\$ -	\$ -	\$ -	\$ (300.00)	\$ 300.00
SUBTOTAL	\$ 39,977.54	\$ (3,121.88)	\$ 36,855.66	\$ 47,200.00	\$ (10,344.34)
Operations					
PTSA Membership Dues	\$ 6,640.89	\$ (4,625.94)	\$ 2,014.95	\$ 1,800.00	\$ 214.95
Interest Earnings	\$ 3.04	\$ -	\$ 3.04	\$ 10.00	\$ (6.96)
Annual Corporate Registration Fee	\$ -	\$ (10.00)	\$ (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	\$ -	\$ (72.64)	\$ (72.64)	\$ (250.00)	\$ 177.36
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	\$ -	\$ (145.20)	\$ (145.20)	\$ (200.00)	\$ 54.80
SUBTOTAL	\$ 6,643.93	\$ (5,723.90)	\$ 920.03	\$ (1,010.00)	\$ 1,930.03

Appendix B: Communications

VP: Chandana Surlu

eNews from the chair Khris Schaffner:

We have added "all" parent emails to our enews database. Sending eNews every Sunday. Our readership is up over all and the percentage reading is up, too.

Website from chair Chitra Ramalingam

Still working on evaluating OurschoolPages and comparing with upgraded membership for Office365.

Appendix C: Fundraising

VPs: Zoe Li and Denise Ferguson

Fundraising at a glance

	2013-2014 Budget	As of March 20, 2014	As of June 30, 2014*
PTSA Donations	14,000	15,499.26	15,499.26
Corporate Matching	6,500	6,096.88	6,146.74
Volunteer Time Matching	2,000	4,590	4,590
BoxTops	500	292.50	292.50
Amazon	1,750	1,349.10	1,572.21
eScrip	2,000	1,335.38	1,376.22
Audubon Family Dinner Nights	750	239.46	313.92
Photo Fundraiser	350	0	0
Jog-a-thon	17,500	5,736	5,736
Original Works	500	1,540.21	1,540.21
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 redeemed 9,500 Labels points in February for new stacking cups and cones for P.E. Colleen is running a contest from now until spring break for Box Tops and Labels.

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

There is no AFDN scheduled for March.

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. Donation envelopes will be distributed at the assembly.

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

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.