

PTA Minutes

November 15, 2016

Meeting called to order at 6:08 pm

Introductions of the PTA board members present: Daniel Potter, Peter Gonzales, Rachel Trice

Welcome: PTA President reiterated the PTA mission statement to begin the meeting

Motion to approval meeting minutes from the October 15th 2016 PTA meeting, Kim

Second: Michelle Hannawald

Vote: Unanimous approval

Treasurer's Report:

Treasurer presented the YTD November 15, 2016 actuals versus budget. Recent events included:

- **Goodies for Grandparents** where we received \$112 in donations
- **Restaurant night** at Sweet Tomatoes where we raised \$150.81
- **Butter braids** fundraiser where we raised \$5,399 with expenses of \$3,214 for a net monies raised of \$2,185, an approximate 40% return. This fundraiser came in well under our net budget of \$4,240 due to the lack of pie sales as anticipated in the budget
- **Silent Auction** raised \$9,770 with expenses of \$6,967 resulting in net monies raised of \$2,803, and approximate 29% return. The expenses exceeded budget of \$5,000 due primarily to lack of attendance and participation that resulted in higher than necessary food costs, and lower revenue from consignment items from auctioneer. The live auctioneer cost \$1,500, food was \$2,000, consignment items for auction cost \$2,272. The balance of expenses was for auction software payment processing fees, school custodial fees and miscellaneous décor items. It was discussed that when expenses go over budget, they must be approved by members. In this case, there was a significant misunderstanding in the consignment contract that led to the unexpected costs of \$2,272 on the days after the auction. Continued discussions around tighter controls for expenses as well as contractual responsibilities evaluation need to be engaged. There is an additional \$1,800 of income and \$800 of cost anticipated to clear in the month of December from sold fundraiser trip to Africa.
- **In the interest of transparency,** treasurer reported that the PTA board donated the costs associated with the Donuts for Dads event due to a decision by the board, to not collect donation at the event, that should have been approved by the members. Treasurer asked that we revisit the structure of in-school events such as donuts for dads and evaluate whether they should be fundraisers or appreciation events.
- **Fun run:** Idea to fill the fundraising gap with a fun run was presented. Options to host the fun run include using Boosterathon to run the event with an upfront fee of \$2,000 and 50% of any monies raised OR run the even ourselves and keep all the funds in house. Issue with

the second option include the ability to gather volunteers necessary to run this event in-house. Also pending is a discussion with administration on timing of the event.

Motion was presented to table discussion until January by Korrina.

Second: Morgan.

Vote: Unanimous

- **Catalog sales:** This is actually the largest fundraiser of the year. Teri discussed parents being able to donate as part of this fundraiser and the school will get 100% of the donation and the student will still be eligible for prizes. More information will be provided to parents as the fundraiser approaches.

Teacher Presentation: 3rd grade teachers, Ms. Prewitt and Ms. Blitz presented what is going on for 3rd grade students. It included optional “expert day” presentations and money management lessons via a classroom economics game. There is a field trip to the water treatment center on November 29th.

PTA Education Classes: President presented about PTA education classes for parents. A narrowed list of education topics will be provided to PTA members allowing classes to potentially start in February 2017.

Holiday shop: Julie Potter is chairing the holiday shop and discussed some high level information. It will be held from December 12-15th with the 12th being preview day and the 13th being an evening open / late open day. Sign up genius will go home in the newsletter.

Restaurant night at Bender’s Brat Haus: Discussed that the holiday shop closes early on the 15th giving enough time for families to attend this restaurant night on the 15th from 6 – 8pm where we get 50% of the sales.

Reflections contest: President discussed the theme of “What is Your Story?”. Judging will take place on November 30. Entries must be turned in by the 29th to the office with their forms.

Motion to adjourn meeting at 7:00 pm, Korrina.