

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board AND General meeting
Date: May 25, 2016 **Facilitator:** Meg Metzger
Time: 12:00 p.m. **Scribe:** Veronica Douglas
Location: Office Conference Room

Attendee		Attendee	
X	Meg Metzger		Teri McIntyre
X	Shari Cummins		Teresa Werner
X	Veronica Douglas	X	Aaron Hakeman
X	Effie Eisses	X	XiaoLi Yang
X	Rachel Williams	X	Michelle Kuss-Cybula
X	Shannon Little	X	Tracy Peterson-Nienaber
X	Quenby Peterson	X	Else Sokol

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:00	5 min	Call To Order and Introductions	Meg
2	12:05	2 min	Approval of Minutes – March 23, 2016 General Meeting and April 27, 2016 Board meeting (read Task List)	Meg
3	12:07	20 min	Treasurer’s Report –Budget review & approval; Bill paying explanation (invoice vs P-Card vs Visa Card reimbursements) QBook report example	Effie, Aaron, Meg
			*Elections now, due to members in attendance	
4	12:27	10 min	Scrip Report	Shari
5	12:37	1 min	Membership Report	Teresa
6	12:38	12 min	Principal’s Report – GRAD vehicle fundraising through Brushfire?	Michelle
7	12:50	2 min	Teacher Grants – Planetarium field trip, ELL book request	Veronica
8	12:52	8 min	President’s Report	Meg
			COMMITTEE REPORTS	
9	1:00	10 min	Volunteer Coordinator – Volunteer of the Year award vote	XiaoLi
10	1:10	3 min	PACS update – Apr	Veronica
11	1:13	0 min	HCL PAC update – no update	Veronica
12	1:13	15 min	Auction report	Meg
13	1:28	2 min	Eliminate Senior reception	Meg
			NEW BUSINESS	
			UNFINISHED BUSINESS	
14	1:30	10 min	Elections: Need Co-President, Co-Treasurer, Secretary	
15	1:40		Other	
16	1:40		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:05. Quorum present.	
2) Approve Minutes	Minutes from 3/23/16 General Meeting and 4/27/16 Board meeting approved with changes.	
3) Treasurer’s	Charities registration done and sent.	

Report	<p>Auction bills needed ASAP.</p> <p>Aaron out of town June 21-July 5.</p> <p>2016-17 Proposed budget presented (see attached). Anchors Aweigh fundraised money suggested to save for future Digital Scoreboard as contribution total. ScoreVision is company that makes it (out of Omaha, NE). Consider seeking Tech money to help cover costs. Tech classes have access to scoreboard for teaching. Also may use toward 55" flat screen for student lounge for announcements (\$2K?). Colin Cushman requested coaching training (\$60 for 30 coaches – not covered by district) by Proactive Coaching through Culture of Excellence program Coaches' Challenge is door prize drawing – suggesting to cancel next year and replace with decreased ticket price for coaches / advisors Increase Reserves to \$4300 income to balance Learning Center expenses and add \$300 to Anchor Class to balance budget MOTION: Veronica made a motion to accept the 2016-17 proposed budget as presented with amendments as discussed. Seconded. Approved.</p> <p>SUGGESTION: Put \$10 or 12,000.00 for scoreboard in interest earning account until needed. CD?</p> <p>Visa vs. P-Card vs. invoice reimbursement: some local businesses with whom we do regular business and is in good standing – create a "P.O." or purchase order/invoice –very simple; P-Card – district credit card used to buy things that district is legally responsible for; parents/staff can use own credit card & submit reimbursement request</p> <p>Quickbooks Report example attached – sent out to teachers for Anchor Class reimbursement report</p>	
4) Scrip	<p>See Attached report Will end the year at around \$10K in profits Band is pushing sales for band trip costs – profit individualized to student Getting books straightened up for next year's list of participating groups</p>	SHARI to pass along idea to Mimi or Deanne to speak at General Athletic Night meetings
5) Membership	No update.	
6) Principal Update	<p>Junior Night schedule discussed with counselors – need to keep where it is due to other events on the schedule</p> <p>Thank you from all staff for auction & PTSA work</p> <p>Community presentation on visioning committee process – 3 board members, 40+ committee members, 2 community members. Link to presentation on Sehome FB site. Committee still working on a few details (performance department, health/PE department) with architects before drawings completed</p> <p>Seven Arts Week well attended and amazing arts Musical of Little Women last weekend and this weekend</p> <p>June 1st Late Start (11am) for Biology EOC</p> <p>Senior events: Next 2 weeks-Locker Cleanout, finals, awards</p> <p>Most staff is staying/no retirements – no additional hiring needed</p> <p>Question raised in regards to Brushfire fundraising for transportation for GRADS program</p>	<p>MICHELLE to find out more information about Brushfire fundraising for GRADS transportation vehicle</p> <p>MICHELLE and MEG to meet with Buck Gibbons about plan for Brushfire finances next year</p>

7) Teacher Grants	2 requests approved via email: WWU Planetarium field trip Mark Toney and Amy Hankinson or Chuck Schelle requested up to \$540 to take their AP Physics and Chemistry and Physics classes to WWU Planetarium in the next few weeks. It costs \$135 per show that seats up to 45 students (two classes). For 180 students, we would need up to four shows for a total of \$540. No transportation is needed. WWU has confirmed that we can do at least 2 shows. We are working on getting a third and fourth. So, the expense would be either \$270 or \$540 ELL Books A grant request for \$207 has been submitted for a Biology classroom library and 2 academic language books for the ELL classroom, Jennifer wood (she's in the space in the library where our PTSA room used to be).	
8) President report	No updates	
9) Volunteer Coordinator	Volunteer of the year elections to be done online & in meeting.	
10) PACS update	Report attached. Highlights: Start/End Times; High School Schedule; BSD HS rankings with US News & World Report; Leadership updates; Updates on Wellness & Recess Before Lunch; Conservation Site update	
11) HCL PAC update	No update	
12) Auction	Auction recap attached. Goal for running the auction: create Steering Committee The Gross for the auction was \$63,840 (included is total raffle income (\$2,175), corporate match income and assumes 100% paid bills). The total expenses for the auction were: Sheraton Inn - \$9510.81 Dickerson Distributors - \$449.66 Miscellaneous (ink cartridges, postage, food for volunteers night of) - \$267.62 Flower baskets - \$525 Auctioneer - \$1500.00 Heads or Tails Credit- \$1050 Total expenses - \$13,303.14 The total net amount is \$50,536.86. The total for the dessert dash was \$5,2682. Next Auction set for April 29th. Auction recap report to come	
13) Sr Reception	Decision made again to end the PTSA support at the Senior Reception.	MEG to communicate decision about Sr. Reception
14) Elections	Co-President: Meg Metzger Co-President: VACANT VP Scrip: Mimi Meggysey VP Scrip: Deanne Kanenaga Co-Treasurer: Aaron Hakeman Co-Treasurer: VACANT VP Membership: Kristin Cerenzia Secretary: Veronica Douglas No nominations from the floor. Meg motioned to accept slate of officers as presented. Seconded. 9 votes yea, 1 abstention (Aaron Hakeman)	
15) Other		
16) Adjourn		

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	JUNE 2016	Remember we can start tax process in July when books closed (as long as auction expenses all done), plan summer meeting schedule, plan for financial review; Scoreboard \$12K into interest earning account; GRADS program presentation by Kristi Dominguez?	
2	FALL 2016	Standing Rules – adjust Scrip VP voting?; approve final budget	

Next Board Meeting (summer 2016)

Date	June 9, 2016
Time	12:00pm-1:30pm
Location	Administrative conference room

Next General Membership Meeting (fall 2016)

Date	
Time	12:00pm-1:30pm
Location	Administrative Conference Room

Secretary Signature / date: *Veronica Douglas 5/25/16*