

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Financial Audit & Board meeting
Date: July 7, 2016 **Facilitator:** Meg Metzger
Time: 12:00 p.m. **Scribe:** Veronica Douglas
Location: Meg Metzger's home



Attendee		Attendee	
X	Meg Metzger	X	Kristin Cerenzia
X	Shari Cummins	X	Mimi Meggysey
X	Veronica Douglas		Deanne Kanenaga
X	Aaron Hakeman		

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:10	5 min	Call To Order and Introductions	Meg
2	12:15	80 min	Financial Audit	Effie, Aaron, Meg
3	1:35	10 min	Scrip Report	Shari
4	1:45	15 min	President's Report – meeting dates, meeting with principal, lounge furniture purchase	Meg
5		min	Other	
6	2:00		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:10	
2) Audit	Current Treasurer's Report attached Auditors: Veronica Douglas, Mimi Meggysey, Kristin Cerenzia Improvements/Suggestions: -Treasurer should notify/remind uncleared check recipients that checks have not cleared after 60 days -Raise-The-Paddle money should have a plan in our minutes with parameters on how to spend -need to get a copy of WECU signature cards for audit & minutes -In June, residual money should be moved into savings to earn interest until money is needed -membership needs to give report at June meeting with total number of members, amount charged per member, and amount of money sent to WSPTA -need clearer accounting of income & expenses for Balance in Accounts section (including scrip, PAACs, late bills paid after July 1/new fiscal year)	MEG to get copy of WECU signature cards for Audit report & minutes
3) Scrip	Report attached Deanne reported Grocery Outlet will be coming on and will be the coordinator for all schools' scrip purchases (replacing Becky O'Brine-Wilson)	MEG to ask XiaoLi to add Financial Assistant (Excel / Quickbooks) to Volunteer Signup sheet
4) President report	Proposed Meeting Dates: Board Meetings Dates: Generally the 4th Thursday of the month July 28, 2016 Tuesday-Mailing prep (DATE CHANGE) August 25, 2016 (DATE ADDED) September 22, 2016 October 27, 2016 November 17, 2016 (3rd Thursday) December 15, 2016 (3rd Thursday) January 26, 2017 February 23, 2017	CHANGE DATE of Aug 25 meeting (Aaron & Kristin not available)

	<p>March 23, 2017 April 27, 2017 May 24, 2017 (4th Wednesday) June 14, 2017(2nd Wednesday, Day before school is out)</p> <p>Time: 12:00 to 1:30 p.m. Place: Main Office Conference Room</p> <p>Meeting with Principal: Meg met with Michelle mid-June – -Snacks for all afterschool activities trying to be centralized through BSD kitchen – working through Mark Dalton -School Budget this year – retaining more money for Principal’s budget instead of sending out to departments (ran out mid-year), plan for more field trip requests and teacher grants to come through PTSA; SUGGESTION: increase teacher grants in PTSA budget to \$9K from \$7K -due to lack of venue, 2017 Graduation will likely be in the same location as the last 2 years and will ask for a Parent Decorating committee SUGGESTIONS: schedule Squalicum on Friday night & Sehome at Saturday night with Bellingham HS on Saturday midday to give time to decorate; principal to introduce people on stage; identify students on program who earned double degrees (AA/AS AND HS degree, etc); print extra programs</p> <p>Flat screen for Lounge purchased – we will reimburse for out of 2016 Auction)</p> <p>Furniture Purchase (with Raise-the-Paddle funds from 2015 Auction)</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="435 915 662 1125">  </div> <div data-bbox="708 926 1084 1108"> <p>Rectangular Black Laminate Table Set with 4 Ladder Back Metal Bar Stools - Black Vinyl Seat, 24"W x 42"L 5 sets at \$318.18 = \$1,590.90 + s/h = \$1863.15</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="451 1163 613 1339">  </div> <div data-bbox="708 1157 1084 1335"> <p>Wall Street Series Modular Armless Chair Seating Color:Black 5 at \$180.99 = \$904.95 + s/h = \$1040.33</p> </div> </div>	
5) Other		
6) Adjourn		

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	AUGUST 2016	Approve June minutes, Secretary to start printing off detail report of checking account; suggestions on smoother graduation; Senior Tea vs. post-rehearsal breakfast; General meeting schedule, increase Teacher Grant line to \$9K from \$7K; review audit recommendations; monthly treasurer notifies uncleared checks if over 60 days; verify Raise-The-Paddle money parameters	
2	FALL 2016	Standing Rules – adjust Scrip VP voting?; approve final budget; reminder that ASB needs to create bill/PO so we can pay as soon as possible (acsports, field trips, grant requests, yearbook, etc); review Brushfire with new board members	
3	Last General Memb Mtg	Volunteer of Year vote	
4	SPRING 2017	Notate in minutes the details about check signer card (who is coming off & going on, bank name & acct number)	

ID	Open Date	Description	Assigned To
5	JUNE 2017	Need membership report of # of members / \$ money sent to WSPTA / amount charged by WSPTA per member; treasurer moves residual money into savings acct to earn interest	

Next Board Meeting (summer 2016)

Date	Thursday, August 25, 2016
Time	12-1:30 p.m.
Location	Main Office Conference Room

Next General Membership Meeting (fall 2016)

Date	
Time	
Location	

Secretary Signature / date: *Veronica S Douglas 7/7/16*