

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Board AND General meeting
Date: November 17, 2016 **Facilitator:** Meg Metzger
Time: 12:00 p.m. **Scribe:** Veronica Douglas
Location: Office Conference Room

Attendee		Attendee	
X	Meg Metzger	X	Aaron Hakeman
X	Deanne Kanenaga	X	XiaoLi Yang
X	Veronica Douglas		Michelle Kuss-Cybula
	J'aime Lemmer		Marty Atkins
X	Mimi Meggyesy		Michael Couto
	Kristin Cerenzia		Michele McNamee
	Teri MacPhee		Quenby Peterson

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:00	5 min	Call To Order and Introductions	Meg
2	12:05	5 min	Approval of Minutes – October 27, 2016	Meg
3	12:10	10 min	Treasurer's Report –	Aaron
4	12:20	10 min	Scrip Report –	Mimi / Deanne
5	12:30	2 min	Membership Report –	Veronica
6	12:32	10 min	President's Report – Draft of email to members, BHS Booster club, Auction kickoff date	Meg
7	12:42	15 min	Principal's Report –	Michelle
8	12:57	0 min	Teacher Grants –	
			COMMITTEE REPORTS	
9	12:57	10 min	Volunteer Coordinator – Staff Appreciation	XiaoLi
10	1:07	0 min	PACS update	Veronica
11	1:07	0 min	HCL PAC update	Veronica
			NEW BUSINESS	
12	1:07	5 min	PTSA master list & repository of all logins / passwords	Veronica
13	1:12	5 min	Good Samaritan gift cards needed after December?	
			UNFINISHED BUSINESS	
14	1:17	5 min	Other	
15	1:23		Adjourn	

MINUTES

Agenda Topic	Main Points, Conclusions/Discussions, Decisions	Tasks/ Follow-up
1) Call to Order	CTO @ 12:05	
2) Approve Minutes	Minutes reviewed. Approved as presented.	
3) Treasurer's Report	<p>Treasurer's Report attached. Check detail report attached.</p> <p>Large scrip deposit dropped off at school.</p> <p>Checks to Megan Mischaikov Memorial Fund being deposited through Brushfire.</p> <p>Concern re: enough money available in Anchors Aweigh fund for future purchases. Idea: move cost of golf cart to Athletic Grant line? Revisit idea in February when Athletic needs better known.</p>	

	Auction Maestro Pro software up for renewal – putting under Auction expenses	
4) Scrip	<p>Shari Cummins is still managing the bookkeeping (deposits, reconciliation)</p> <p>Deanne managing purchases. Mimi communicating with all groups. Kristin Hughes not able to help with scrip at this time. Report attached. 81 participants.</p> <p>Profits: Sept \$1437 Oct \$1161 (not complete) Nov \$1785 (not complete)</p> <p>White envelope system of disbursement to return to keep system clearer.</p> <p>No longer holding scrip month to month / no carryover. If not picked up by end of month, cards are going back into inventory. A reminder will be sent out to pick it up. People can come in after the end of the month to buy what is in inventory.</p>	
5) Membership	<p>4 new members added already. 149 members.</p> <p>2 new membership forms in office today.</p> <p>November bill to be paid today for 4 members.</p>	Budget needs to be changed next year to expect fewer members and higher donations.
6) President report	<p>Baseball boosters want to have fundraiser involving poker tournament. Theresa Kingma heading up group. Raffle limit is \$5000 within our 501c3 status. Recommendation from Cathy Moran to have VFW to run event and make donation to Baseball boosters through ASB.</p> <p>Booster club concerns at BHS – keep under PTSAs as PAACS vs. encouraging them to become their own 501c3 as recommended by WSPTA? If PAACs are qualified as “restricted funds” and proper training provided for maintaining a budget, PAACs are covered under our 501c3 umbrella. Our Treasurer is the board representative to the PAAC leaders. Forms for signing will be emailed out to be signed & returned.</p> <p>Email to PTSA membership – Mariner Memo on website, Need to be on School Messenger to get email, Daily Bulletin on website, 9 month calendar working copy (attached), directory, scrip updates, Volunteer Opportunities (6/9 Senior celebration Field Day leads and looking into overnight trip), Auction needs (chairpeople & data leads), 4X8 powerpoint</p> <p>Microsoft Office 365 free to students. Follow up: Info can be found at: http://bellingshamschools.org/wp-content/uploads/2016/11/Office-365forStudents.pdf (PDF is printed and attached.)</p> <p>Auction Kick-off date – February 7th at . Auction is 4/29. Meg & XiaoLi to meet re: procurement process.</p>	<p>MEG / AARON to connect with PAAC leaders to remind of training & forms for signing by Dec 10</p> <p>MEG to send hyper link for FAQs to Veronica VERONICA to add FAQs to minutes</p>
7) Principal Update	<p>Directory distribution? Email address question to be looked into by Michelle (can we include email addresses? Can we use email addresses to distribute?)</p> <p>Population growth & trends showing growth in north end of town. Redistricting being looked at. SqHS and BHS need to balance out. SHS is in middle of numbers.</p> <p>Fear level in building post-election? When complaints occur, conversations are being had between staff/students & admin when needed. Teachers are “Hitting pause” and seeking to understand. Keeping conversations in the classroom relevant to the class topics and taking emotional conversations out of classroom.</p> <p>Staff has been keeping emotions neutral. How do we encourage people to respond with “I heard..., I wonder....” And presume positive intent and seek to understand. Keep digital influence in mind.</p> <p>Mariner Memo – wondering who the audience is? What is the right amount of information? December – offer survey with 2-3 questions regarding Mariner</p>	<p>MICHELLE to work with MEG and VERONICA to create survey for December</p>

	<p>Memo & meeting topics</p> <p>4X8 Meeting topic feedback – good example of how difficult it is to create, about 50 people in attendance, PowerPoint to be shared</p> <p>Design Advisory committee meeting last night to answer questions from summer (retaining wall, water control issues) – plan is now a 2 story building, not 3 story. Central kitchen moved to off-site to keep fields protected. Gym/performing arts wing tilted & removed need for retaining walls. Early-mid December to display new designs. Dawson construction helped with changes.</p> <p>Football fields to be staging/ storage area then create safety wall w/ chain link fence then start behind soccer fields</p> <p>Black Light dance to be night of Basketball double header game.</p> <p>Dr. Baker is attending PTA meetings at schools around the district. We can invite him to our next meeting on Dec 15.</p>	<p>MICHELLE to send PowerPoint to Meg & Veronica to share</p> <p>VERONICA to contact Dr. Baker to invite to 12/15 meeting</p>
8) Teacher Grants	Craig Snyder requesting \$1000 for marching bells (glockenspiel). Motion made by Veronica Douglas to pay for grant request. Seconded. Motion passed. To come out of teacher grant budget.	MEG to communicate with Craig Snyder
9) Volunteer Coordinator	Next staff appreciation lunch on 11/30/16 – sloppy joe’s theme. Library inventory this winter. XiaoLi to check with librarian for needs.	XIAOLI to check with John Mangan re: needs for inventory
10) PACS update	No meeting to report on. Next meeting 12/8 9:30am BSD bldg	
11) HCL PAC update	No meeting to report on. Next meeting 12/1 9:30am BSD bldg	
12) Master Repository	Audit recommendation to create master repository. Meg to start list & send to Aaron to add more. Give complete list to Veronica for storage.	MEG & AARON to create list.
13) Good Samaritan	Gift cards (Menchie’s, Woods) given out by Peggy (hall monitor) to celebrate good actions. Usually run out by December / January. Cards will be purchased through scrip. Follow up : Meg verified with Peggy about her inventory. She is in good shape through June.	MEG to check with Peggy for inventory.
14) Other	Master Mariner uses lanyards and socks. Will need to be restocked. Bill by May, not July	MEG to check with Cathy for inventory and to remind her to bill us by May.
15) Adjourn	1:50 pm	

Future Agenda Item(s)

ID	Open Date	Description	Assigned To
1	DECEMBER 2016	Check on PAAC leader forms signed	
2	FEBRUARY 2017	Moving golf cart expense to Athletic Grant based on Athletic Grant expenses for year	
3	Last General Memb Mtg	Volunteer of Year vote	
4	APRIL 2017	Any extra Anchors Aweigh funds to Learning Center? Budget committee to decrease membership expectation and increase donation expectation (this year 150ish members not 200 but \$1000 more donations than expected)	
5	MAY 2017	Notate in minutes the details about check signer card (who is coming off & going on, bank name & acct number); review forms: add Volunteer Portal information to volunteer form; note plan/parameters for Raise the Paddle spending in minutes; ask Peggy about purchasing Good Sam gift cards to start the year with	
6	JUNE 2017	Membership report on total # of members – amt charged per member – amt sent to WSPTA – Bring close-out report; treasurer moves residual money to savings to earn interest until needed;	
7	SUMMER	Do not plan to provide snacks for 9 th grade orientation night	

ID	Open Date	Description	Assigned To
	2017		

Next Board Meeting (~~Aug 25, Sept 22, Oct 27, Nov 17~~, Dec 15, Jan 26, Feb 23, Mar 23, Apr 27, May 24, June 14)

Date	December 15, 2016
Time	12:00 pm – 1:30 pm
Location	Main Office Conference Room ***Location may change

Next General Membership Meeting (~~Nov 9~~, May 17)

Date	May 17, 2017
Time	7:00 pm – 8:30 pm
Location	Sehome Commons

Secretary Signature / date: *Veronica S Douglas 11/17/16*