

SEHOME HIGH PTSA 8.3.100

Name: SHS PTSA Financial Audit & Board meeting
Date: July 23, 2018 **Facilitator:** Veronica Douglas
Time: 1:00 p.m. **Scribe:** Veronica Douglas
Location: Veronica Douglas' House

Attendee		Attendee	
X	Veronica Douglas	X	Else Sokol
X	Linda Kirker	X	Sam Faris
X	Marid Hendrickson	X	Deanne Kanenaga
	Matt Babick		

Agenda

ID	Time	Duration	Item	Presenter/Lead
1	12:30	5 min	Call To Order and Introductions	Veronica
2	12:35	70 min	Financial Audit	Sam
3	1:45	20 min	Discussion of Booster policies	Veronica
4	2:05	10 min	Discussion of possible Meeting Dates, meeting with principal	Veronica
5	2:15	15 min	Forms – membership, auction, volunteer	Veronica
6	2:30		Adjourn	

Future Agenda Items

ID	Open Date	Description	Assigned To
1	Summer 2018	financial audit meeting, meeting w/ admin, set 2018-19 mtg schedule (incl August planning mtg), memb/volunteer/auction form updates,	
2	Fall 2018	Include students & teachers at meetings, book study, amend standing rules to allow pres & treasurer to agree to fund items (under \$200?) between meetings to save meeting time, add to Standing rules: control of all online logins & passwords AND email & printed/mailed bank statements	
3	June 2019	Change passwords for Google/ Signupgenius/ WECU/ Quickbooks/ Facebook/ Auction/ PTAvenue/ AIM with officer changes	