

The December PTA Board Meeting was scheduled for December 11, 2017 at 5:30pm at Mulleady's Irish Pub. The meeting ended at approximately 7:30pm

In attendance:

Jen Wenrick – Co-President  
Terry Richardson – Co-President  
Gina Craig – Communications, Website  
Valerie Cooper – Advocacy Chair  
Cynthia Dold – Fundraising  
Jenni Currit -Treasurer  
Virginia Docktor - Cashier  
Amy Sprague – Member at Large  
Kristen Noel - Staff Liaison  
Mikelle Nuwer - Secretary

Co-President called the meeting to order at 5:50pm. After the meeting began, the Co-President asked for a motion to approve the minutes from the November PTA Board Meeting.

***Motion: A motion was proposed by Gina Craig to accept the minutes from the November PTA Board Meeting. The motion was seconded by Valerie Cooper and approved unanimously.***

### **Budget Report - Treasurer**

Treasurer sent the updated budget report and supporting documents. See attached.

Treasurer has been working to understand the complexities of the budget and in doing so has uncovered some bookkeeping errors from past years as well as areas where our budget is not aligned with WA State PTA guidelines. She has been in contact with representative Bianca Gracyk of the WA State PTA, and together, they have been working to understand and correct the discrepancies in the budget improve the transparency of the budget and treasurer's report.

Treasurer proposed a series of solutions to correct budget for this academic year and following years. She will write a motion with explanations of changes to vote on at the January Board and General Membership (on January 24<sup>th</sup>) meetings.

On the attached "Treasurer Report", the left side is current budget, right side is proposed budget with changes highlighted in pink, and in the center is a description of the problem and explanation of proposed solution.

1. One improvement to the transparency of the treasurer's report is that in the current budget both income and expenses are represented in the same category. Treasurer proposed to correct this and have different categories for income and expenses for each line item in the budget.

2. To simplify the budget and improve the accountability to the donors the PTA should be spending money raised during the year it is raised. All excess funds should be moved to the Rainy Day category. Moving forward it is proposed that we minimize rolling money over year after year.
3. The treasurer proposed changing the naming of pass through accounts as that term is not descriptive of how the accounts work.
4. The Community Outreach monies are in the wrong column. This is a restricted designation. Currently \$380.66 is all that is designated. Account should be zeroed out each year. Community Outreach Chair should spend all money designated. The CO chair was not aware of this extra money, but is now aware and will spend all CO money this year.

#### Proposal 1: Add line for IslandWood Fundraising

Need separate "Income" and "Grant" columns. Process will be to cut check at end of year from fundraising to Grant. All funds will be given to next academic year trip (current 4<sup>th</sup> graders going into 5<sup>th</sup> grade). Also should or could have third category year for scholarships. Need policy in place for fundraising and how much money will be granted. Also need policy for how funds should be spent by school.

It was suggested that we grant same amount of money to school and let administration decide how money should be spent. Concern was raised that scholarship amount changes every year.

The IslandWood Rollover line item is okay.

Proposal 2: Create category for playground maintenance with policy for how much will be raised each year with a maximum cap on the category set.

The Playground Pass-through and rollover with \$98K should be zeroed.

Last fall there was a proposal to create playground maintenance account. This did not happen. Will need to vote on adding category. Need specifications or policy on how to manage funds.

Proposal 3: Move Windermere Grant to expense category. This is a Pass-through and should not be an income category. This should all be spent this year so we don't continue to roll it over.

Proposal 4: Sandwich Fund should be set up as a grant. Treasurer suggested PTA grant \$6700 to Lawton with specific conditions on how money should be spent and that Lawton should manage the grant.

Treasurer warned that the Sandwich Fund should not be set up as a pass-through account. The fund is a designated account and donations must be used for the fund. If not, this is disingenuous to the families who donated money to support the fund. In past 7 years the fund raised approximately \$13,000 and only \$7000 has been spent. The money was rolled over. Approximately \$6700 is currently available. The current mission of the PTA states that the PTA supports our community and it was decided that this is an important part of our mission and we can continue to support the sandwich project.

The Treasurer will contact Lawton staff and the Community Outreach committee.

### **Fundraising Update – Cynthia Dold**

The Direct Drive raised approximately \$134,000. Not all money raised has been collected.

The Fundraising Chair suggested that the budget for the Direct Drive be raised. She spent approximately \$1700 this year. The budget was only \$1000.

She also suggested that families should be given the option to make several payments for their total contribution.

The Direct Drive cannot happen earlier in the year and should be timed with community events like the Fall Festival and Curriculum Night.

If the Direct Drive continues to be the primary fundraiser for the PTA, the chair needs more support from the committee. There are too many jobs for one volunteer chair.

The first spring Art Auction is scheduled for December 12<sup>th</sup>.

The Spring Art Auction Chair has begun to recruit volunteers for classroom art projects.

Going forward, we need to budget for credit card fees. It's likely we will exceed budget for fundraising and need to be proactive about how money should be spent. Chair would like committee to decide on amount we need for "Raise the Paddle" and discuss what the PTA should be funding. The PTA should not fund positions that we cannot sustain, like a school counselor. This is a position that SPS should fund.

The PTA would also like Lawton staff to make recommendations and help create a budget model.

### **Advocacy Update – Valerie Cooper**

There are currently 6-8 family housing units planned in Fort Lawton. There is concern around boundary lines and planning for the future. There are currently planned projects in Queen Anne that increase capacity. The needs around capacity issues of Magnolia and Queen Anne should be separated.

Next meeting scheduled for Wednesday, January 3<sup>rd</sup> at 7:30pm at Hamilton Middle School. The meeting is co-hosted with Legislators.

The city may ask for some funds to go in the community pot.

### **Event Update**

The Kindergarten Cookie Night was well attended, but there were no Board Members present. PTA Board needs to create policy for attendance, expectations and behavior at school events. Events must be attended by Lawton staff and/or PTA Board members for insurance liability reasons. It should be the responsibility of the event chair to arrange for staff member to be present. Children are not allowed on stage and should respect Lawton rules while in the school or on the playground.