

## PTA General Membership Meeting, 6 Oct 2011

### Attendance:

- Mary Randolph, Principal
- Anita Magrath, Vice Principal
- Megan Brooks, President
- Marti Porter, Vice President
- Linda Thompson, Treasurer
- Don Kaynor, Secretary
- Carmen Andres
- Cindy Arendt
- Ben Bowman
- Branka Bowman
- M. Carlson
- Sue Chozick
- Holly Cook
- Denise Doherty
- Matt Doherty
- Claudia Haggerty
- Lucy Huang
- Samantha Joyner
- Wendy Kaynor
- Michelle Khoury
- Carrie Lorenger
- Sheila McConnaughey
- Emna Nouri
- Lisa Sohn
- Chilang Weiler
- Marie Withee

The President called the meeting to order at 6:33 pm.

### Introductions

**Reading and Approval of Minutes** – The minutes from the 2 Jun 2011 meeting were approved.

### Financial Reports

- 2011-2012 Budget – The President outlined the proposed budget. There was general discussion, and officers answered several questions regarding budget totals and comparisons to last year. After a motion and second, the budget was approved unanimously.
- Treasurer's Report – The Treasurer presented the current report. As of 30 Sep 2011, the PTA account totaled \$21,554.47. The President explained new procedures under which the Vice President plays a greater role in money-handling. The Treasurer's Report was unanimously approved.

### Report from the Executive Committee

- Audit Results – The President explained financial issues identified over the summer as well as officer training and new money-handling procedures which have been implemented. The Vice President explained the new money-handling procedures, including new Advanced Funds, Funds Reimbursement, and Statement of Funds Received forms. She also explained where the forms can be found in the school office. There was considerable discussion about money-handling procedures related to money counting for large fund raisers.
- Mini-grant Application – The President explained the Mini-grant process. Teachers can apply for mini-grants up to \$350, applications are passed through the Principal, and then they are approved or disapproved by the PTA Executive Committee, in keeping with State PTA guidelines.

**Report from the Principal** – There are 30 classes this year, and two classes (1<sup>st</sup> grade and 3<sup>rd</sup> grade AAP) have an unusually large number of students. The Principal explained the factors involved in determining class size and how many teachers are assigned to the school. She also explained the Responsive Classroom program and its basic principles regarding teaching and development of social skills.

**Reports from Committees** – The President prepared and circulated Committee updates prior to the meeting. She discussed them briefly and is available to discuss Committee issues further after the

meeting.

**Unfinished Business** - The President and Vice President discussed the IRS penalty situation. We are now once again a tax-exempt organization, the tax penalty from last year has been abated, and we are now in good standing with the IRS and the Council and State PTAs.

### **New Business**

- After briefly explaining the requirements and responsibilities, the Principal asked for a Cluster 5 Representative and a representative to attend the Superintendent's meetings. One parent expressed interest in serving as one of the representatives, and will coordinate further with the President.
- The President identified current volunteer needs – Spirit Wear Coordinator and Talent Show Coordinator. Interested volunteers can contact the President.
- The Vice Principal identified an ongoing need for help with the Beautification Committee. Interested volunteers can contact her.
- General membership meetings – The next meeting will coincide with Bingo Night. In order to increase attendance at general membership meetings we will, when possible, hold general membership meetings in concert with large school events. We will also continue to hold dedicated general membership meetings to allow for more detailed discussion' of issues.
- Catalogs for our fall fundraiser went out on 30 Sep. Orders are due by 17 Oct.
- While the School Supplies fundraiser has been very successful (it brought in over \$4,000 this year), it is becoming increasingly difficult to do. It is very time consuming, and stores have started to limit the number of items one individual can buy. The Principal will work with the PTA to identify possible options to keep this fundraiser going, but it will take a concerted effort by a committee, as opposed to being done by one or two individuals.
- The Reflections Committee Chair outlined the Reflections Program. She is still looking for judges in several areas (Photography, Literature, and Film). Interested volunteers can contact Branka Bowman.

**Next Meeting** – 6:45 pm on 18 Nov, before Bingo Night.

The President adjourned the meeting at 8:00 pm.