

## **PTSA Board Meeting Minutes -- January 16, 2014**

The Meeting commenced at approximately 6:40 at SES auditorium. The following people attended the meeting:

Kim Jarvis, Beth Azar, Bert Dupre, Matthew Latterell, Ryan, Elizabeth Levi, Cindi Carrell, Heidi McNamee, Dan Keppler, Ricardo Ismach

- A motion was made and seconded to approve the minutes from the December 2013 Board meeting. The motion was approved by a unanimous voice vote.

### **1. General Meeting on January 30**

The Board discussed the programming for the January general meeting. Kathy Keller Jones, former SES counselor will give a presentation on parenting and technology. The program is expected to last 45 minutes.

Cindi will give an update on the PTSA budget. No budget amendment will be necessary to make a grant to the Foundation account because of the successful paddle raise at the auction.

The general meeting will be a good opportunity to announce the Read-a-thon, which starts on the following Monday (Feb 3) and goes for two weeks.

If the general meeting is well attended, it will be a good opportunity to encourage participation on the PTSA Board, to recruit new Board members, and to make a pitch for volunteers generally.

### **2. Spring Musical**

Elizabeth confirmed that the Spring Musical will be happening this year. Meetings have occurred between Caitlin and Amy. Caitlin had the idea of possibly doing a joint production with the King School, but it appears this may be too difficult to coordinate between schools.

Caitlin has floated the idea of doing possibly a scaled back production around with a theme of "hip-hop health". There has been discussion of encouraging more middle school involvement and perhaps using drummers as part of the production.

### **3. Read-a-Thon**

Annette Shaff-Pamer is managing the read-a-thon, and things are going smoothly. The brochure and forms have gone to the printer. Kickoff will be during the morning meeting during the week of Feb. 3. There will be Read-a-thon information posted in the messenger.

### **4. Board Recruitment**

Beth reported that she is going not to be on board next year. She discussed some of the details and challenges of handling communications for SES. It is important to have a dedicated person who knows what is going on and can put about 2 hours into it every week.

The Board had a general discussion about the need to recruit new board members and the role of the nominating committee, which is really an idea-generating committee. Bert commented that we need to get our message out about the work of the Board. There was a discussion about making the Board activities more fun.

Heidi agreed to do a general volunteer and board recruiting pitch at general meeting with a clipboard for people to sign up. It was suggested that we need to have more room parents involved in this effort. Also, current Board members should state their plans so we know what vacancies are on the Board.

Currently the nominating committee consists of Beth, MaOxford, Heidi and Ricardo.

### **5. Treasurer's Report -- Cindi**

Cindi passed out the November and December financial reports, which required a lot of data entry to produce.

We are carrying lots of scrip inventory and have standing orders of \$2000 but results in a profit of \$150. We expect there to be more standing orders for scrip.

Cindi went over the budget to actual report and our sources of revenue. We have received more than projected on the Back-to-School Ask. However, if Read-a-Thon tanks it will be bad for our budget. Revenues from Tree recycling are going to be used for the Go Fund.

Dana's fundraising for the SSaVE project has gone well. She has raised another \$3400 in additional funds to match from Walsh. Current SSaVE has \$15,000. Dana is also looking for volunteer help with attaching lights.

The Camp Westwind event is approaching again beginning April 11. SES purchased special insurance of \$416 to cover the event. Need-based scholarships are available to SES families.

Cindi needs to update her financial software. She can want to purchase the additional software at a discounted price through Tech Soup.

## **6. Fundraising Report -- Matthew**

Tree recycling went well. Money will be used for the Go fund. We need to recruit someone to manage it for next year. It was suggested that an 8<sup>th</sup> grade parent might be a good choice.

Matthew discussed the idea of another citrus fundraiser or maybe replacing it with a plant sale. He summarized the restaurant nights and suggested that it would be good to have a volunteer in charge of restaurants fundraisers. He mentioned a possible fundraiser through Clogs-n-More. Also, Whole Foods donated \$1,000 from its SES event, and there are efforts to expand that relationship.

The Board discussed the Auction Fundraiser in December, the pros and cons of the venue and the date. It was difficult for teachers to have the auction back to back with the River/Pangea festival. There was discussion of perhaps moving the auction back to February – ahead of other spring auctions. The Board agreed to make the call next month.

There was discussion about having a parents' night out fundraiser.

The Meeting adjourned at approximate 8:15.