

## Minutes of the PTA BOD Meeting

Held December 20th, 2016 at 7pm

Saral Patel's Home

### Attendees

Nancy Pitrone

Saral Patel

Kelly Van Horn

Rachel Edoho-Eket

Susan Walker

Mary Levinshon-Klyap

Scarlett Goon

Kelly Balchunas

Kathy Jacobs

Tracy McEvoy

### President's Report

**Kelly Balchunas**

- **Thank you** to the WES Administration, WES PTA BOD and WES PTA Executive Board for such excellent support.
- **Nomination Committee** (Nom Com) will begin in January. The Board of Directors will have committee openings that need to be filled.
- The WES **PTA Newsletter** was weekly. The open rate is low. The Newsletter will now be sent on an as needed basis in the hope of increasing the open and the "click" rate.
- The **Directory** is fabulous this year. Much more complete since we were able to gather information from Family File.

### Treasurer's Report

**Saral Patel**

1. **Holiday Shoppe** was a success. \$887.81 net Holiday Shoppe is a budget neutral event. The PTA is not trying to make a profit.
2. We did receive a check from **Papa Murphy's** \$40 for restaurant nights/community partnership. Sadly, Papa Murphy's has closed.
3. A deposit has been paid for the Ken Scott (science) Cultural Arts **Assembly**.
4. One more **PTA membership** push after the holidays. Staff membership rate is great - not as good with families. 360 members total. PTA membership cards will be paid for and unused returned
5. Paid out for **Fitness Friday charms**
6. **Related Arts** has money to spend!
7. We have only paid \$1800 out of \$4000 allotted for **IA** funds.
8. **Budget** looks good . . . see below for detail

# Budget

7/1/2016 through 6/30/2017 Using Budget 3

12/19/2016

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Category Description	7/1/2016 Actual	- Budget	6/30/2017 Difference
<b>Income</b>			
<b>TOTAL Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Unassigned</b>			
ADVOCACY INCOME			
FALL FEST	14,201.45	8,520.00	5,681.45
FAMILY ENRICH	662.00	750.00	-88.00
FIFTH GRADE ACTIVITIES	0.00	2,500.00	-2,500.00
HOLIDAY SHOP	3,910.84	3,000.00	910.84
MEMBERSHIP	4,864.00	5,500.00	-636.00
SCHOOL SUPPLY KITS	742.80	1,500.00	-757.20
SPIRIT WEAR	0.00	1,250.00	-1,250.00
YEARBOOK	4,478.87	2,400.00	2,078.87
TOTAL ADVOCACY INCOME	28,859.96	25,420.00	3,439.96
ALLOCATED RESERVE BROUGHT FORWARD	0.00	2,930.09	-2,930.09
FUNDRAISING INC			
BOOKFAIR	0.00	6,750.00	-6,750.00
BOX TOPS	0.00	2,000.00	-2,000.00
Community Partners	693.74	11,000.00	-10,306.26
GREEN SCHOOL INCOME	63.20	700.00	-636.80
HASSLE FREE CAMPAIGN	9,340.00	11,750.00	-2,410.00
RESTAURANT NIGHTS	450.87	1,000.00	-549.13
Spring Fundraiser TBD	0.00	4,000.00	-4,000.00
TOTAL FUNDRAISING INC	10,547.81	37,200.00	-26,652.19
INTEREST INCOME	7.91	25.00	-17.09
UNALLOCATED RESERVE BROUGHT FOR...	0.00	13,690.66	-13,690.66
ADVOCACY EXP			
BOX TOPS & BONUS	0.00	-100.00	100.00
COPY EXPENSE	0.00	-900.00	900.00
CULTURAL ARTS	-1,450.00	-9,500.00	8,050.00
FALL FEST EXP	-5,551.18	-5,000.00	-551.18
FAMILY ENRICH	-854.11	-3,000.00	2,145.89
FIFTH GRADE ACTIVITIES	0.00	-2,500.00	2,500.00
Fifth Grade T Shirts	-962.00	-1,000.00	38.00
GREEN SCHOOL	0.00	-500.00	500.00
HOLIDAY SHOP	-3,023.03	-3,000.00	-23.03
HOSPITALITY	-907.84	-1,350.00	442.16
PTA MEMBERSHIP	0.00	-2,250.00	2,250.00
REFLECTIONS			
Other ADVOCACY EXP: REFLECTIONS	-419.34	-500.00	80.66
TOTAL REFLECTIONS	-419.34	-500.00	80.66
RELATED ARTS	-300.00	-3,200.00	2,900.00
SCHOOL SUP KITS	0.00	-750.00	750.00
SCHOOL WIDE INC	-299.34	-1,000.00	700.66
SPECIAL DAYS	0.00	-1,500.00	1,500.00
SPIRIT WEAR EXP	-257.74	-500.00	242.26
STAFF APPRECIATION	0.00	-3,000.00	3,000.00
TEACHER IA SUPP	-816.56	-4,000.00	3,183.44
Team Picnics and Parties	-647.28	-2,600.00	1,952.72
WELLNESS PROGRAMS	-239.85	-300.00	60.15

12/19/2016

**Budget**  
7/1/2016 through 6/30/2017 Using Budget 3

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Category Description	7/1/2016 Actual	- Budget	6/30/2017 Difference
YEARBOOK	0.00	-500.00	500.00
TOTAL ADVOCACY EXP	-15,728.27	-46,950.00	31,221.73
FUNDRAISING EXP			
BOOKFAIR EXPENS	0.00	-3,500.00	3,500.00
COMMUNITY PARTNERS	0.00	-8,500.00	8,500.00
Spring Fundraiser TBD	0.00	-4,000.00	4,000.00
TOTAL FUNDRAISING EXP	0.00	-16,000.00	16,000.00
GENERAL EXP			
ADMINISTRATIVE FEE	-25.00	-100.00	75.00
BANKING	-133.05	-150.00	16.95
COUNCIL DUES	-170.00	-170.00	0.00
GIFTS	0.00	-500.00	500.00
HISTORIAN	0.00	-100.00	100.00
INSURANCE	0.00	-225.00	225.00
OFFICE SUPPLIES	-486.24	-500.00	13.76
PTA Meetings	0.00	-100.00	100.00
SCHOLARSHIP	-150.00	-150.00	0.00
Taxes	-200.00	-200.00	0.00
TOTAL GENERAL EXP	-1,164.29	-2,195.00	1,030.71
<b>TOTAL Unassigned</b>	<b>22,523.12</b>	<b>14,120.75</b>	<b>8,402.37</b>
<b>OVERALL TOTAL</b>	<b>22,523.12</b>	<b>14,120.75</b>	<b>8,402.37</b>

**Vice President's Report****Kelly Van Horn**

- Currently have two bids for a **Fun Run**. Looks like it will be about \$20/adult \$15/child. This would include a t shirt, medal, bib and would be timed.
- Currently looking into holding a **Fit Family Night** a HoCo Wellness Initiative. Would be led by someone from the county. Dates are quickly being taken. Next step for our possible participation - Kathy Jacobs to contact county person to find available dates and then determine the next step.

**Committee Reports****School Sign**

Plan is to begin getting bids for an **electronic sign**. Also will secure approval from our accountant for the expenditure.

**Adjourn**