

SOMERSET PTSA BOARD OF DIRECTORS
Meeting Minutes
September 9, 2011

ATTENDEES: A sign-in sheet is attached to these minutes. A quorum was present.

HANDOUTS: Agenda, June BOD minutes, August Treasurer's Report, Snack/Greeter Sign-up Sheet, Conflict of Interest Policy Agreement, "Colors" Self-Assessment Test

CALL TO ORDER: Francine Wiest called the meeting to order at 9:24 am.

WELCOME & RETREAT: Francine welcomed the members to the first Board meeting of the 2011/12 school year. Members briefly introduced themselves and reported the results of their "Colors" Self-Assessment Tests. Francine explained the documents that were being distributed to the group and expressed her expectations for the year. Meetings will begin at 9:15 am and will loosely follow Roberts Rules of Order. The Agenda will be sent about a week in advance and the minutes will be completed in a timely manner. The meetings will deal with Board issues but also include time for some "committee" work that needs Board support or discussion. She also thanked those who had responded to her with their goals for the year, as it will help the Board to prioritize issues and set the strategic direction of the PTSA.

APPROVAL OF AGENDA: There being no objection, the form of Agenda was approved.

APPROVAL OF MINUTES: After review, the following comments were received on the BOD Meeting Minutes from June 9, 2011: (1) the time the meeting began was 5:40 pm, not am, (2) in the "Principal's Reports" section, the Principal had stated that the "Kindie Aide and playground support were not affected" and (3) the spelling of "President" was corrected. The minutes were approved as corrected.

TREASURER'S REPORT: Sandrine Gupta reported that while in the past she had prepared monthly reports as of the day of the Board meeting, she will from now on prepare monthly reports as of the last day of each calendar month. She briefly reviewed the expenses in the August report. Sandrine then reviewed certain check requests as follows: *Spiritwear, \$1,642, Movie License \$1,080, Math Adventure (last year) \$525, Math Adventure copying (last year) \$247.53, and Safety Patrol (last year, end of year party) \$184.65.* **Motion: Sandrine Gupta moved that the check requests as presented be approved, and that those from last year not be disbursed until after the new line item for last year's checks is approved at the General Meeting.** Seconded and carried. In the future, check requests will be included in the agenda so that the Board can review them in advance and be prepared to vote more easily on their approval. Sandrine then reviewed a Calendar summarizing the filing deadlines for those documents which the PTSA has a fiduciary responsibility to submit on time, as follows:

CALENDAR OF DEADLINES

October - Renew Reseller Permit
October 25 - First payment of membership service fees due
November 1 - IRS filing to be presented to BOD (as per Standing Rules)
November 10 - Insurance (AIM) payment due
November 15 - IRS filing to be postmarked by this date

CALENDAR OF DEADLINES, continued

January 25 -	Second payment of membership service fees due
January 31 -	Form 1099 MISC due to IRS
May 25 -	Final payment of membership service fees due
May 31 -	Charitable Solicitations renewal must be received by Secretary of State
May 31 -	Incorporation renewal due (late after this date; delinquent after 8/31)

PRESIDENT'S REPORT:

1. **Welcome Back Coffee.** In spite of the new location in the cafeteria, the event was a great success and the teachers responded positively to our "coffee delivery".
2. **Document Cameras.** The "Raise the Paddle" funds from the auction were granted to the school in the spring for the document cameras, but there was a delay in ordering so they are expected to arrive soon.
3. **Breakfast.** The PTSA is subsidizing the breakfast program at Somerset up to \$3,500 this year. About 60 kids are needed daily to break even, and we are averaging about 25. Please try out the breakfast and spread the word about this wonderful program.
4. **Background Checks.** Reminder that all Board members must be paid PTSA members and all must complete a volunteer background check. Please do so if one is not already on file.

COMMITTEE REPORTS:

VP Ways & Means: Irene Endow reported that the financial review has been completed. All funds are accounted for, recommendations were reviewed and the report was approved for filing.

VP Programs: Kayoko Price reported that there are still open Committee Chair positions, including PhD, Emergency Preparedness and Festival of Cultures. The Staff Appreciation committee provided lunch for the teachers on the Professional Development day which occurred the week before school began. Also, a lot of the emergency preparedness supplies which were approved for purchase at the end of last year are beginning to arrive. Help will be needed to organize and stock the storage area.

VP Communications: Michael Ketchum reported that he is updating the website. A printable version of the calendar has now been uploaded. Also, the bulletin board by the front entrance has been updated with current information; the bulletin board in the rear will be geared more toward the students. Please send any information you want in the eNews newsletter to him each Friday by 5 pm.

Yearbook: Melissa Stephens reported on her plans to involve the 5th grade students in the planning and preparation of this year's yearbook. She plans to have the cover include all the art submitted in this year's Reflections program.

Walkathon: Sangeeta Gogri reported that online registration is now available for the Walkathon (to be held October 5th). They are holding a student contest for a new t-shirt design and also investigating possible corporate business sponsors. They really want to get the teachers and students interested and plan to walk at recess in addition to after school. Sangeeta will send an email asking for volunteers as they need help all day. The first 100 kids registered will get a water bottle. They also need judges for the t-shirt design contest. She will develop a form of

letter for the kids to send to relatives asking for support. FYI, National "Walk to School Day" is also October 5th.

PhD: Sue Ung reported that three events are tentatively scheduled on the issues of (1) how to help your kids access library information (Oct/Nov), (2) literacy (Jan) and (3) Seattle Police presentation on internet safety (Spring). They are still looking for a Committee Chair.

Surveys: Audrey Scallon reminded the group how helpful survey results can be to the success of future events. She can help develop questions and summarize results.

Faculty: Jennifer Seder would like to try and get more teachers involved in PTSA events this year. Feel free to funnel ideas through her when they relate to teacher involvement.

NEW BUSINESS:

Room Parent Update: Lindsay Wilme has agreed to help organize the program. After discussion, the group was in agreement in general that the program should proceed, with some additional guidelines to be prepared by Lindsay.

Snow Sports Discussion: Prior to the meeting, the Snow Sports Chair asked for additional time to gather information to share with the Board. The discussion is deferred until October.

ADJOURNMENT: Francine Wiest adjourned the meeting at 11:37 am.

Diane Fern, PTSA Secretary