

SOMERSET PTSA BOARD OF DIRECTORS
Meeting Minutes
October 21, 2011

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

HANDOUTS: Agenda, Agenda Detail, Certificates of Insurance, Breakfast Program Summaries, Letter received from Bellevue Teachers

WELCOME AND CALL TO ORDER: Francine Wiest called the meeting to order at 9:20 am.

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

APPROVAL OF MINUTES: After review, the following clarification was received on the BOD Meeting Minutes from September 9, 2011: The checks for Math Adventure expenses from last year (for \$525 and \$247.53) will be paid from monies from this year's Math Adventure budget, rather than as a new line item for last year's expenses. The minutes were approved as corrected.

TREASURER'S REPORT: Sandrine Gupta summarized recent activity, including Walkathon revenue (over \$30,000, with matching funds still to come), an initial deposit for yearbook orders, and receipt of our movie license. She explained that while Walkathon/Fall Festival expenses are skewed a bit, they are within the total amount approved by the general membership. In the future, Sandrine will forward the month end financial report to Diane for distribution to the Board.

Francine then explained the procedure going forward for use of a "consent calendar" and advance check review for quick meeting approval. A list of check requests requiring approval will be sent to the Board in advance of each meeting, with additional copies available at the meeting. It was asked that any check request outside of budget not be included in this sort of bulk request. The check requests included the following:

- \$2,107.58 for Walkathon to Sangeeta Gogri (reimbursement for dinner, printing, tape & balloons)
- \$1,069.50 for Walkathon's T-Shirts to Armageddon Graphics
- \$2,877.66 for Yearbook deposit
- \$918 for 2nd grade activities (covers Toymaker)
- \$650.00 for AIM insurance: \$130 for \$2M General Liability*; \$110 for \$50K Accident Medical*; \$110 for \$10K Property Insurance (covers PTA property e.g. popcorn machine, emergency prep supplies, auction items); \$240 for \$100K Fidelity bond insurance (protects cash); \$60 for \$1M Officers liability insurance* (* indicates max available)
- \$4,794.50 (or up to \$60 more) for Membership fees (adjusted slightly based on additional memberships received by 10/21 for 10/25 first payment deadline).
- \$848.85 for Breakfast program to cover 29 days from Sept 6 to Oct 14, 2011

Motion: *Sandrine Gupta moved that the check requests as presented above be approved.* Seconded and carried.

OLD BUSINESS:

Walkathon: Sangeeta Gogri thanked everyone for their hard work. She and Danielle Holmes completed a three-year summary report of the work of the Walkathon Committee which was submitted to the Board. The Walkathon Committee Chair position is open for next year. There was a brief discussion of the event and Sangeeta summarized a few ideas her committee had for next year. Audrey Scallon reviewed the survey results which indicated people would prefer the event to be held on a Friday (rather than Wednesday) and earlier in the evening. They liked that children could participate at either recess, the evening, or both.

Auction Update: Ruth Raskind reported on the status of the Auction Committee. The Chairs are meeting weekly and continuing to build their team. Tanya Franzen-Garrett has joined as Procurement Chair. (Other members include My-linh Thai, Judy Mercer and Verna Yee.) They are still seeking a Marketing/PR person and a Volunteer Coordinator. Their first priorities are booking a venue and auctioneer. They are visiting possible locations (Westin, Hyatt, Hilton, Meydenbaurer) and considering auctioneers (Curley, Silverman, Stokes). The Board suggested that Ruth attend an upcoming Auction Webinar and encouraged the committee to prepare a rough draft of their timeline for the event.

Snow Sports Program: The Board reviewed Certificates of Insurance from Snow Sports Consulting Service, Alpine West Ski & Snowboard, and Starline Transportation which name Somerset as an additional insured. Ruth summarized the background of the current relationship and her concerns if the program was not PTSA-sponsored, namely, (a) equipment storage, (b) advertising, and (c) volunteer background checks. The Board explained how these concerns could be met and discussed the possible risk to the PTSA and Board members under the current insurance coverage. After discussion, Ruth withdrew any objection to de-affiliation.

Motion: Michael Ketchum moved that the PTSA no longer sponsor the Snow Sports Program. Seconded and carried.

PRESIDENT'S REPORT:

1. **Breakfast Program.** Francine reported that the program is losing money because of insufficient attendance; compared to last year, far fewer students are attending. The Board reviewed a Meal Count by Day and Financial Report which summarized use of the program. The loss (paid for by the PTSA) from start of school to October 14 was \$848. It is obvious to the Board that the PTSA cannot continue to financially support the program at this level for the entire year. Various ideas were discussed to increase attendance. Certain teachers have agreed to attend over the next couple of weeks, which will be publicized to the students. The Board discussed certain ways to support those students in need of breakfast even if this program is discontinued. It was decided that a final decision as to continuing the program would be tabled until the November Board meeting.

2. **Document Cameras.** Sixteen document cameras have been ordered after the school reassessed its actual need. The additional "Raise the Paddle" funds from the auction must be used for "technology", so will be used to purchase cartridges for a new color printer.

3. **Grade Level Activities.** The second grade teachers have submitted their request but no other grades yet. Michael has prepared a form for teachers to use going forward. If possible, please encourage teachers to use the form and submit a request.

4. **Potlucks.** Kindergarten and first grade potlucks have been held and the remainder of the dates turned over to room parents to plan if interested.
5. **Movie License.** One of the schools sharing the cost with us (Spirtridge) is unable to use the license, so our cost will increase by \$40. After discussion, the Board decided to extend an invitation to Spirtridge families to attend our movie nights.
6. **Legislative Assembly.** Francine reported attending the recent event and that she was able to vote consistently with the responses received from parent input. The PTSA also paid for the attendance of Sarah Swann-Ketzel as a parent rep and Linda Myrick as a teacher rep. The PTSA supports a strong teacher/parent relationship.
7. **Correspondence.** The Board reviewed a letter the PTSA received from an anonymous group of teachers relating to District grievances.

COMMITTEE REPORTS:

VP Ways & Means:

Irene Endow reviewed how sponsors will be reflected in the next directory. Verna Yee reported that since the Walkathon was not able to raise the \$50,000 needed to balance this year's budget, we will need to hold some sort of Spring campaign. Please send any ideas you have to Verna, and the Board will discuss further at the next meeting.

VP Communications:

Michael Ketchum reported there is a new "direct donate" button on the website. He reminded members to submit information for the eNews in a timely fashion (by FRIDAY, please). We are sending home a paper newsletter on 10/28. The Board was reminded that information should be submitted to both Michael and Lindsay in final form and ready for distribution. They do not have enough time or information to write your article for you.

VP Programs:

Emilie Castle reported that two coffee "CHATT" events have been held and have developed into work parties. The group worked on the Walkathon lanyards and will be helping with Staff Appreciation projects. Two Walkabout training sessions have been held. The Chess Club has 42 students signed up so far. The Board was reminded of upcoming events on the PTSA calendar (Movie Night, Book Fair, Reflections, Game Night). The Care & Share Committee will have holiday gift tags up on 11/14. Kayoko reported that all the Emergency Preparedness supplies have been received and are being organized. The backpacks in each classroom have been updated. Sue Ung reported that the next "Meet the Principal" event has been changed to 11/2 at 8:00 am. The discussion topic will be MAP Testing.

Math Imagination:

This program was scheduled to run for a second year as part of a 2-year grant from the Actuarial Foundation; however, the teachers are requesting a deferment until next year. The EC will continue to monitor and contact the Actuarial Foundation as necessary.

Yearbook:

Melissa Stephens reported that over 200 yearbooks have already been ordered. They currently have 38 students and 12 parents signed up to work on the yearbook.

PhD: Sue Ung reported that Tanya Franzen-Garrett has agreed to be the new Chair.

NEW BUSINESS:

Advertising Policy: The Board discussed our community partnerships. Michael explained that certain guidelines must be followed in order not to risk our non-profit status. Events and the directory may be sponsored by local businesses, but we cannot officially sell advertising. The following disclaimer will be used: "The mention of any business or service in this publication does not imply endorsement by Somerset Elementary PTSA."

Parent Traffic Monitors: Audrey Scallon reported that parents are concerned about traffic safety at the side entrance to the school. Now that students all enter from the rear of the school, the side entrance is used much more than in the past. Drivers are making unsafe u-turns and parking on the wrong side of the street. Audrey reported that the office has also received telephone complaints from neighbors. She will be meeting with Brian Teppner and is organizing parents to act as monitors during morning drop-off.

Variety Show Survey Results: Audrey reported that she received only 28 responses to the survey question about interest in a show. Of those responding, 70% were in favor and a possible co-chair has volunteered. The EC will explore finding additional leadership for the program and report back. The student council is interested in getting involved.

ADJOURNMENT: Francine Wiest adjourned the meeting at 11:29 am.

Diane Fern, PTSA Secretary