BOD Minutes

August 16, 2016

**Board Attendees:** Gaye, Nadine, Heather, Leslie M., Amy, Chris, Becky

**School Attendees:** Principal Melanie Parrish, Asst. Principal Mary Wendland, 3-5 Teacher Julie Brown 3-5, and K-2 Teacher Taylor Duhamel

1. Audit-Chris
   1. Financial Review – copy of sample review checklist available
   2. Recommendations and Comments:
      1. Copy of approved fiscal year budget should be maintained on the PTA website, along with any approved budget amendments
         1. Action Item: Lynette to post
      2. Copy of PTA liability, bonding, and property insurance should be maintained on PTA website.
         1. Action Item: Lynette to post
      3. Copies of checks should be maintained either via carbon image or accessible online.
         1. Action Item: Will do moving forward
      4. Someone other than those who are authorized to sign checks performs bank reconciliations each month.
         1. Action Item: Chris reviewing with NC PTA
      5. All expenditures should have a matching check request authorization.
         1. Action Item: Will be more diligent moving forward
      6. Better discretion given to ensuring deposit totals are correct.
         1. Action Item: Will be more diligent moving forward
      7. All deposits should have a matching deposit form with authorization.
         1. Action Item: Will be more diligent moving forward
      8. Confirmation required of any missing checks.
         1. Action Item: Will do moving forward
      9. Taxes should be prepared and filed by licensed CPA.
         1. Action Item: Will try to find parent who is CPA in school to help with this
2. Mission
   1. What is the mission of the group – overall and yearly? How are we more than a checkbook?
   2. Brainstorming:
      1. Supplement curriculum and make the school a better place for the staff and children
      2. How do we communicate to greater school population about goals of the PTA? Engage parents who aren’t members of PTA into the goals.
      3. Impact report on PTA accomplishments and goals for future.
      4. Action Items:
         1. Think about impact reports: Beginning, middle, and year in review impact report to all families sent home through children.
         2. Everyone think through ideas on how to engage greater school community. Will discuss again at next meeting.
3. Paypal
   1. Now have ability to use on site at events with card swipe.
   2. Can pay for membership online through paypal – on PTA website.
   3. Action Item: Add link to newsletter to pay for PTA membership online
4. Next General PTA meeting and schedule for the year
   1. First General Meeting on Book Fair evening event, Book Fair is September 26th - October 8th
      1. Join PTA – get a magnet; Raffles for General PTA attendance:
         1. 1st meeting: Raffle off gift card to book fair
         2. Another meeting: American Girl Doll/TBD Boy Item
      2. Do we need to have food for General PTA meeting to encourage attendees? Ideas: pizza, ice cream…action: TBD
      3. Action Item: First General Meeting will be an informal meeting on date of Book Fair evening event, date is to be determined at this point –
         1. Table for Membership – budget, by laws, merchandise, membership raffle, NATC sign up
         2. Table for Voting (annual budget) – have ‘I voted’ stickers
         3. Meeting in middle of book fair, in cafeteria, will be an informal PTA information session.
5. ~~Boosterthon funds -How we will spend them?~~ – tabled to get parent input
6. Deposit/Check request forms – new forms and instructions available on dropbox
7. ~~Bullying Campaign~~ – tabled until Lori is in attendance
8. Playground-matching grant from WCPSS and Burke Playgrounds
   1. We received $10,000 grant from WCPSS, we matched grant with $10,000. At this point plan for playground is to level it – which is what Wake Co maintenance should be doing if needed. Sabrina from Wake County is going to get in touch with maintenance to see if issue for drainage that is safety related.
   2. Burke Playground equipment approached us. If we order, $50,000 in equipment, they will give us half off (we buy $25K, they give $25k of equipment) as part of their grant program. Their playground expert, said that the hills currently in playground should be incorporated into playground as part of the play. Deadline - would need to be purchased by November 1st, delivered December.
   3. Action Item: We are going to re-analyze playground drainage issues to see if really needs to be flattened. Look to see if we can better spend money by receiving more quotes on drainage issues/landscaping needs, talk further with Wake County maintenance, look into Burke playground equipment opportunities. Should have updates to report at next meeting.
9. Reports
10. Principal: Quiet and good start to school year.
11. VP’s
12. Teachers
    1. Go Play Save questions: Track 4: who is picking up?; When are prizes for students being delivered?
       1. Action Item: Heather to find out from Angela
    2. Teacher luncheon feedback: this Friday teachers would have preferred PTA did a luncheon vs potluck they are doing.
       1. Action Item: Hospitality Committee has been formed and will be meeting to make decisions moving forward
       2. Action Item: Heather to meet with Mrs. Parrish to discuss options for best impact with hospitality budget.
13. Treasurer:
    1. No changes at this point.

**Other Reports:**

* Food Drive Dates: October 18-20; 25-27
* Military Breakfast: honor military families during Veterans Day week (November). Postpone this year due to change in administration. Had good feedback and would like to continue.
  + Ideas to Honor: Flags out front, Banners, cards in classrooms (teachers can help)
  + Action Item: Mrs. Parrish will find out number of families from Wake County; Sunshine Committee will take lead.