

# Abernethy PTA Board Meeting

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*Date: 1/10/2017*

## **Agenda:**

- 1) **Call to Order** – 7:08pm, Jim Kohler
- 2) **Approval of Minutes** – Shonda Laborde made a **MOTION** to approve the minutes from the previous board meeting, Rene Hendricks seconded. **VOTE:** The motion passed unanimously.
- 3) **Officers & Committee Reports**
  - a) **Finance Committee** –
    - i) Distributed updated Budget vs. Actuals: GAP income is all listed under non-profit category, need to get rid of that line. Currently under with Chinook book estimate, over with membership fees. Need to add separate line for OBOB. Expenses aren't entered yet for basketball. Need to update school supplies and insurance budget for next year. Need to clean up the uncategorized items. Bottom line: We are tracking to goals if all upcoming fundraisers (mainly auction and fun run) perform as expected.
    - ii) Accountant filed taxes with wrong dates last year; had to file short year to correct. Filed extension for this because it was due yesterday, so hopefully this will be filed and closed in the next couple days.
    - iii) Shopify fees are not included in membership fees, so we need to fix this for next year and add the fees on top of the online payments.
    - iv) Update on Shopify vs SchoolPay – still analyzing which would be the better solution, though SchoolPay's benefit seems to be the convenience for parents with multiple children at multiple schools; other than that Shopify seems to provide more flexibility and options.
  - b) **New Families**
    - i) Connect to Kindergarten – Alex from the office is taking control of that. We had 88 Kinders this year, Heather thinks it'll be less next year, but we don't have numbers yet. Volunteers will be needed for the event.
    - ii) Need to update the event flyer in Illustrator.
    - iii) 2/23 will be the event, it's a Thursday from 6-8pm.
  - c) **SKG/GAP**
    - i) Earth day event in April; we want to do a casual event around this.
    - ii) Need to plan next SKG meeting.
    - iii) Down a co-chair with Sarah gone; but have added a communications member to the committee: Gretchen Kilby is taking over what Kari has been doing with communications.
    - iv) Laura Whipple has been handling Harvest of the Month for 2 years, and there is a cost that Laura has been covering. We may need to adjust budget to cover this cost- it's variable each month depending on in-kind donations.
    - v) GAP – need a co-coordinator. This person would be a liaison with the vendor and teachers. Kari handles enrollment. Attendance is down: Fridays have 22 kids, the goal is 30, so Kari is making a recommendation to drop a teacher on Fridays. GAP income is down slightly.
    - vi) Kari recommends we go to bid next year for the afterschool provider; need to work on this.

Kari can write the RFP.

**d) Staff update**

i) None.

**e) Other Committee/Officer updates**

i) Chili cookoff is happening this year. Laura and Megan will be doing it – it's not on the calendar yet, but we will set a date. Could this coincide with the SKG Earth Day event?

**4) Unfinished Business**

a) Volunteer gaps update; have any positions requested since last month been filled?

Results/Update: SKG Co-coordinator; Book Fair; Additional Holiday Shoppe; Shopify Management

b) Special Committee to research finance software options: SchoolPay/Shopify/Quickbooks/pledge system (e.g. Firstgiving.com).

Results/Update: See above.

c) Jen is going to ask Heather what to do about the Cob Bench: if she wants to replace/keep.

Results: Removing this item- the weather is taking care of this.

d) Review draft budget reserve clause for 2017-2018 standing rule update.

Results/Update: Reviewed the written draft prepared by Leah (see attached). Beth Cavanaugh makes a **MOTION** to adopt the terminology for a reserved emergency fund in the draft, Rene Hendricks seconded.

**VOTE:** The motion passed unanimously. This rule amendment will be presented for general membership vote at the March community meeting.

**5) New Business**

a) **Officer positions up for Spring nominations & elections; Committee Chair positions open for 2017-2018**

i) Reviewed the open position chart prepared by Leah (see attached). We need to announce tomorrow and then publish with job descriptions in upcoming MM and other communications. Leah will follow up to research and work with current chairs for updated descriptions. Suggestion to include a "this would be a good job for you if...." Example in the descriptions to personalize them.

b) **January Community Meeting Agenda**

i) **Rob Nosse**

ii) **Finance Committee Position election: Julie Johnson, Billing Specialist**

iii) **Other? Introduce open positions**

**6) Announcements**

*7) Program/Speaker (N/A)*

**8) Open Forum**

a) Fregenet this year? Mr Kurtz is gone- could we do this to collect books for other city libraries or schools? Wondering how much is raised by scholastic book fair to see if this was replaced by other events.

b) Should we add a service coordinator position to the PTA Board to coordinate maybe 2 events per year for service? Would like to discuss at an upcoming meeting.

**9) Adjournment**

Leah Woods makes a **MOTION** to adjourn, Lisa Delaney seconded.

**VOTE:** The motion passes unanimously; meeting adjourned at 9:35pm.

Highlights denote items requiring follow up at the next meeting.

**NOTE: These minutes are provided for review and distribution but have not yet been approved by the PTA Board.**

Leah Woods  
Abernethy PTA Secretary