

Abernethy PTA Board Meeting

Date:12/13/2016

Attendees:

Jim Kohler	Beth Cavanaugh	Rachel Haas
Lisa Delaney	Rose Hurner	Rene Hendricks
Kirstin Isaacson	Cecily Murray	
Shonda Laborde	Leah Woods	

Agenda:

1) **Call to Order** - 7:04pm by Jim Kohler

2) **Approval of Minutes**

a) Kirsten Isaacson makes a **MOTION** to approve the minutes from the last meeting. Shonda Laborde seconds the motion.

VOTE: The motion passed unanimously.

3) **Officers & Committee Reports**

a) **Finance Committee**

- i) Passed out Budget vs. Actuals through November (document attached).
- ii) There are new categories in Shopify, making the reconciliation easier.
- iii) PTA income is a little behind given the results of the annual appeal, so we'll need to communicate to the community about the importance of spring fundraising. We know we will also experience state funding crunches, so we'll be doubly impacted (potentially) for our programs.
- iv) School expenses next year will likely go up 8% between salary and benefits, so we're probably looking at needing an additional \$300K to keep existing programs. This year's auction will probably need to make at least \$20K more than last year.
- v) Julie Johnson has volunteered for billing specialist; we'll need to hold an election at the January community meeting.
- vi) We have seemed to spend more time collecting payments and pledges this year. We may need to restructure how registering/paying for services works to keep deadlines and make collections less time consuming.

b) **Annual Appeal**

- i) Made a little less than last year; pledges were strong but not as strong as last year.
- ii) Pledges are \$88K; \$63K is in so far (some of that discrepancy could be the monthly donations)
- iii) We were hoping for \$105K; we earned \$97K last year.
- iv) Feedback from the community meeting was mostly around timing and confusion around appeal vs all-year summative funding goals. Maybe we need more communication for a

whole year fundraising goal and a meter of progress (e.g. including a thermometer image in communications and at school).

v) We are still looking for leaders for the annual appeal for next year.

c) Holiday Shoppe –

i) Leah Woods and Sarah Dunham are likely going to take over the committee for next year.

ii) This year students contributed a record donation of \$83 from change.

iii) The shop days went really well.

d) Other Committee/Staff/Officer updates

i) Shopify info: Shopify costs us 2.6% + 30 cents per transaction, and \$24/month. We paid for a 2 year subscription at this non-profit rate. Processing fees are higher for Schoolpay, but there's no monthly fee. We pay Shopify a little extra for the annual appeal transactions to allow custom monthly donations. Recommending renewing Shopify for one more year while continuing research into other options. Will also request access for Schoolpay for more analysis.

ii) Staff update: Staff acknowledges the efforts of the PTA to support them and truly appreciates all the work. Staff received some of the best training to date regarding technology from Jennifer Gingrich.

iii) SKG/GAP: GAP payments were behind this month and collection efforts were underway- this has become very time consuming.

4) Unfinished Business

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

Results/Update: Basketball positions filled; Billing Specialist volunteer nominated; Identified 2 options for technology/software volunteer. Quinn needs a volunteer to run the book fair during conferences. Holiday Shoppe could use two more committed members. SKG needs GAP co-coordinator for Jan-June.

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

Results/Update: See item 3di above.

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

Results: ROLL OVER – No update.

d) Term reviews – Leah to put list of open positions together for 2017-2018.

Results/Update: Leah will have this ready for the board before the end of the month.

5) New Business

a) Budgeting/Revenue practices

i) Lisa did some research into what other PTA's are doing for budgeting/spending practices.

This is because we ended up with a significant budget surplus last year and we were unsure how to handle it- were we obligated to spend it or reserve it? Should we have an emergency fund? What is the protocol with extra funds?

ii) She spoke to Laurelhurst, Alameda, and Duniway PTA's. Most agreed that they prefer to spend all the money you can within the year so the money collected from people benefits those same people. Consensus was that the organization should have a 10-15% budget cushion to allow for emergencies.

iii) Meeting attendees discussed and agreed on a proposal that would take any budget surplus at the end of the year and roll it over into an emergency fund. The only way to access these funds would be by taking a board vote and general member vote. The goal of this fund would be to get to 10-15% of the annual budget. Members wanted to see a version of this

proposal in the standing rules.

- iv) Leah volunteered to draft a standing rule update with this change to review at the next board meeting.

6) Announcements

7) Program/Speaker (N/A)

8) Open Forum

- a) Lisa brought up a question from the auction committee: A cannabis vendor has offered a donation to the auction; can we accept? Members discussed and agreed that this is legal, so in an off site event with adults-only, this is fine (i.e. it's the same as donations of alcohol-related items). We just can't advertise the sponsorship in school materials or on school grounds.
- b) Kirsten asked for an update on our standing with the Oregon PTA because our unit could not submit our annually required paperwork by the November 30th deadline. Jim explained we still need our tax paperwork which is difficult due to the way we filed last year (with extension), and we can't do the required training until the OR PTA offers additional sessions. The OR PTA contact understands our situation and has just said to submit the information when it's available.

9) Adjournment

- a) Rene Hendricks made a **MOTION** to adjourn, Beth Cavanaugh seconded.
VOTE: The motion passed unanimously. Meeting adjourned 9:00pm.

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 board.

Leah Woods
Abernethy PTA Secretary