

MEETING MINUTES SEPTEMBER 9, 2008

Meeting began at 6:30PM

Heather Clayville facilitated the meeting. There are 21 attendees.

New Business:

Election of new board. The meeting could not continue until we have elected at least the following positions: President, Secretary and treasurer. The new board will preside starting at the October meeting. First order of business was to elect board members for the 2008-09 school year.

The following people volunteered to serve on the board and were voted in unanimously.

President - Romanna Flores
Vice-President - Kris Calvert
Treasurer - Heather Clayville
Secretary - Rose Gustave
Volunteer Coordinator - Angeline Perla
Co-Fundraising Coordinator - Elizabeth Ann Schneider
Co-Fundraising Coordinator - Andrea Woodward

Introductions of new members were brief.

Financial Report:

Heather explained that there was currently no treasurer and that she put together the proposed budget. She got the numbers from the previous 2 years budgets. There were a couple of items that she needed the memberships help on. She also explained that there are 2 sub accounts, the water garden and the reader board sign for the school. Currently, there is only \$173.50 in the PTA account. Jackie Duvall from the Oregon state PTA is present to address the status and history of our budget.

There are some mandatory payments that have to be paid: insurance fee, incorporate fee, membership dues, etc. The membership fee is divided to support various PTAs (national, state and local). The Jim Bridger PTA only gets one dollar from the membership fees collected by the Bridger members.

The PTA budget pays for the following items: arts and enrichment activities (various after school programs), gifts (classroom support, retirements, etc.), communications (newsletters), school events (Battle of the Books, Dr. Seuss Day, etc.), philanthropy events (Clothing Closet), and PTA operations (childcare during meetings). See attached budget.

Some discussion on spring after school programs that we are exploring:

Bicycle safety education program - Romanna is working on a grant to fund this program.

Red Cross babysitting certification program – costs \$1000. We are hoping to raise money for that, too.

Detailed discussion on each budget line item (some highlights):

Expenses:

1. Costs for childcare during PTA meeting
2. Mr. Pioli was asked for his input on suggesting an amount to help fund the 8th grade promotion. His recommendation was \$200.
3. Scholarships for after school programs - \$500.

Income:

1. Dinner nights out – PTA gets a percentage of food sales
2. Bob Cat Beans through Stumptown we profited about \$400 for last year.
3. We have to put the water garden into the budget as expense: \$500 and income: \$500.
4. Membership under income - \$250(an expense as well).
5. School signage cost is \$5000 and city permit fee is \$200. There has been a sub account set up for funds designated for the sign. Current balance is \$500, because these was a donation from the Montavilla Neighborhood Association.
6. Montavilla Neighborhood Association donated \$500 to go towards signage
7. Our goal for the spring fundraiser is \$3300.

Kris motioned that we approve the budget and Leslie second. The budget was approved by the membership.

Jackie Duvall reported on the financial loss. Last year's treasurer was indicted and will appear in court in September. The state PTA has submitted a claim to the insurance. The insurance company will pay back a portion, if the treasurer is found guilty.

The PTA owes \$2,700 to a vendor. This company is willing for us to have another fundraiser to cover the cost of what we owe them. Any monies made over what we owe will be ours.

An audit is being done once a year, Jackie cannot comment but the investigation is going on.

Every month, two set of eyes have to look at the bank statements. We should have a physical statement mailed from the bank to the president; she will sign it and date it, then pass it on to the treasurer. Bank statements sent to the president's residency.

Heather will be taking training for the treasurer position at the end of the month.

Principal's Report:

Principal is not present, no principal report.

Standing Rules:

Questions about our current standing rules were brought up and answered. A person cannot hold the "same office" for two terms. Board elections are usually held in May.

Correction was made from the standing rules: quorum - two board members plus a third member (an odd number is desirable so that there will be no tie).

Minutes need to be posted to the web site and posted on parent bulletin board.

Fiscal year changed, now it's the same as our school year: July 1st to June 30th.

We cannot make budget changes without member approval. According to PTA bylaws, it needs to be brought to all members at a PTA meeting.

Committee Reports:

Fundraising Coordinator - Romanna reported that the 1st movie day would be November 10th at the Academy Theater.

Volunteer Coordinator - Leslie Dailey is trying to find volunteers for room representatives. She also invited parents to fill out the listserv signup form.

The budget and the revised standing rules were approved and will be submitted to the state PTA.

Next meeting: October 14th 2008.

Meeting adjourned at 8:01PM.