

Viewlands PTSA meeting

<b>Board Meeting, Geo's Cuban Bar &amp; Grill, November 14, 2018 7:04pm-9:15pm</b>
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Meeting called by:	Monique Heilesen
Type of meeting	Board Meeting
Facilitator	Monique Heilesen
Note Takers	Gwen Reider, Co-Secretary and Katie Monsaas, Co-Secretary  Reviewed by Monique Heilesen, President
Attendees	
Gwen Reider, Katie Monsaas, Rod Weaver, Suzanne Howell, Alesa Cullens, Gina Speer, Michelle Seligman, Emily Schreiber, Monique Heilesen, Karin Harison	

**AGENDA:**

Prior Meeting Minutes:

Motion to Approve the last Board Meeting Minutes: Katie Monsaas moves to approve, Gina Speer seconds. **All in favor, motion passes.**

Upcoming Meeting Dates:

- Next meeting at the Heilesen's home on January 16, 2019 (social hour at 6pm, meeting begins at 6:30pm).
- Next general meeting: January 29, 2019, 6:30-8pm. Parent Education Speaker - Michelle is working on getting a speaker to attend the meeting. Michelle will get more information about speaker fees/handouts. Rodney will volunteer \$150 donation to the speaker fee. Book the library. See if this case be done during the general meeting, or, if not, another date in January. The Communications team received an email regarding someone speaking about the Levy, which could be included in the agenda.

Budget Update:

- General Discussion:

- Alesa presented Budget Report. We have (a small number) more membership dues than anticipated, we have received a \$500 donation to Mary K Music Program as well as our fundraising efforts.
  - Question re Grade Level Enrichment from Ms. Cordova, and whether she can get funds for field trips.
  - Carry-Over % Expenses: prior PTA had set an amount at around 50%. Treasurers suggest maintaining that carry-over.
  - Liability Insurance: Will be renewed at the same level.
  - Photocopy - post reimbursement sheet to the website.
  - Enrichment Scholarship Budget: SMART with Art was supposed to receive three scholarships, but they haven't responded to Alesa's request to pay. Also, some of the enrichment programs refunded the parent volunteer directly as part of their program. Enrichment programs also provided scholarship opportunities. We will do \$75 per parent volunteer refunding (instead of 60%).
  - Karin reports that AIM does not require a parent volunteer in each class and will follow up to get this in writing, if it's a parent volunteer on sight each day. This would be a substantial monetary difference between refunding parents for one day/versus for each class.
- Budget Action Item
    - **Bank Administrators and Approval to switch to online statements: Motion by Gwen Reider to change from Mamatha Reddy to Alesa Cullens and Melinda Bullaro, and to switch to online statements. Seconded by Katie Monsaas. All in favor, none opposed.**

#### Annual Auction:

- Suzanne, Emily, and Kelly propose increasing the Annual Auction Budget by \$490.
- Wine has been procured for the event, working on other alcohol.
- Goal of 100 to attend.
- Event is on Saturday, March 30, 2019.
- Recoup cost idea to increase ticket price, buy early to recoup catering and food.
- Action Item: **Michelle motions to increase the Annual Auction budget by \$490 and all approved.**

Membership Update: Total paid members = 138; Total primary members = 121.

#### Fundraising:

- Chinook book: 92 books sold/2 sales pending, \$1200 final amount raised.
- Wreaths: sold 24, goal of 120, which would be \$2,000. Orders due Tuesday after Thanksgiving. Monique to post on Facebook Wednesday before Thanksgiving. They will be available for pick up December 4-7, 2018.
- Spiritwear: sold approximately \$700 (54 shirts). Monique to promote on social media. Idea to post fliers at school.

Communications: Emily to post next newsletter on November 28, 2018.

Volunteer Updates: Rod to take over sign up genius.

Enrichment: Looking for new coordinator, will announce at next General Meeting.

Events:

Bingo Night - December 4, 2018, at the Dane. Proceeds for 5th grade camp. Fliers to be made by Suzanne, whom also encourages word of mouth and texting.

Movie Night - December 14, 2018. Suzanne and Karen working on standardized checklist. There will be a sign-up genius for bake sale and set up. Flier to go out on December 5, 2018.

Reader Board - Katie to take over communications with the office on what is to be posted to reader board every two weeks, working with Emily and Suzanne.

Respectfully submitted by,

Gwen Reider and Katie Monsaas  
Co-Secretaries