

**Benson Hill Elementary School**

**PTA Executive Committee Minutes August 12, 2009**

**7:15 p.m. Fairwood Library Meeting Room**

**Attendance:** Lisa Edwards, Renee Ford, Dianne Jordan, Liane Myers, Shannon MacGillivray, Allison Martz, Laurie Medsker

**Call to Order:** Allison Martz, President, called the meeting to order at 7:25 p.m.

**Standing Rules:** The executive committee discussed and proposed the following changes to the standing rules:

#9: Executive Officers two year term, added "unless there is no other person to fill the office."

#11: Confirmed chair positions can be held for up to two years

#18: Confirmed officer position is considered vacant after three missed consecutive meetings, unless excused

#20: Budgeted funds may be reallocated with majority vote from the Board

#24: Receipts for reimbursement will be submitted within 30 days from the date of the event or purchase. All reimbursement requests must be received by June 1. Removed date for NSF checks to be brought current.

#12: Revised Board of Directors definition to include Executive committee members and school principal or staff representative. Renee will look up whether or not the President has voting rights.

#13: Added phone conferencing is an option for participating in the general membership meeting

#29: Removed WA State PTA Convention Voting Delegates entirely [Note: Assembly voting delegates is the new #29]

**Updates:**

**Calendar/Dates**

- 8/17/2009: Allison will be meeting with the new Principal, Ms. Flemming.
- 8/27/2009: Leadership Conference. Committee should let Allison know if they will be able to attend and Renee needs to write the registration check.
- 8/31/2009: Meet & Greet. The PTA will be handing out otter pops and this will be coordinated in shifts.
- 9/2/2009: First Day of School

- 9/14/2009: First PTA Meeting
- Later in September - Curriculum Night: PTA will do something. To be determined.

**Software:** PTA is missing the current QuickBooks registration number. New, updated QuickBooks software runs \$300 - \$400. Washington State PTA recommends the online hosted software named Money Minder. It is \$150 per year. The committee agreed this was a good option and it will be presented to the General Membership for a vote.

**Merchant Card Services:** PTA is currently being billed \$37 per month for Merchant Card Services. PTA will cancel.

**Fall Fundraiser:** Entertainment book dates are 9/11 – 9/25 and the Catalog sale is 9/25 – 10/9. There is some concern the Committee Chair will need assistance.

**Meeting adjourned at 8:54 p.m.**

Submitted by Liane Myers

Liane Myers, Secretary