

Benson Hill Elementary PTA

General Membership Meeting Minutes September 14, 2009

7:00 p.m., Benson Hill Library

Attendees: Amanda Bedsaul, Nicole Celestine, Gypsy Darrow, Judy Dias, Lisa Edwards, Martha Flemming, Tobi Fox, Renee Ford, Dianne Jordan, Jessica Leber, Shannon MacGillivray, Allison Martz, Liane Myers, Naomi Onoda, Halle Werner, Carl Wilds. Quorum present.

Call to Order: Allison Martz called the meeting to order at 7:00 p.m.

Introductions were made.

Approval of Minutes: Lisa Edwards moved to approve the minutes from June 1, 2009. Motion seconded and passed.

Principal's report: Mrs. Flemming shared her background, excitement to be new at Benson Hill and plans for the upcoming school year.

Committee Reports:

Financial Review: Liane Myers presented the results from the Financial Review. Eleven recommendations [attached] were made.

Nominating Committee: Allison Martz asked for nominations to the Nominating Committee. Liane Myers, Shannon MacGillivray, and Tobi Fox accepted their nominations. Dianne Jordan moved to accept the nominations to the committee and the motion was seconded. The motion passed.

Standing Rules: Liane Myers presented proposed changes to the standing rules [attached]. Discussion ensued regarding inclusion of the Golden Acorn Award. More information may be brought to a later meeting and the standing rules can be amended at that time. Renee Ford moved to accept the Standing Rules. The motion was second and passed.

Treasurer's Report: Renee Ford brought the Treasurer books, financial records and monthly financial report. Bank of America Merchant Services Fees, NSF fees, and prepaid copies cards at The UPS Store were briefly discussed. The treasurers presented a new web-hosted software program recommended by WSPTA called MoneyMinder. MoneyMinder is \$163.16 (with tax) per year. Tobi Fox moved to replace QuickBooks with MoneyMinder. The motion was seconded and passed.

Open Committees: Allison Martz presented new informational folders prepared for each committee chair. Dianne Jordan presented the following open chair positions: Spring Cookie Dough Fundraiser, Popcorn, Family Fun Nights, Dance Nights, Ice Cream Socials, Volunteer Coordinator and Website Coordinator. PTA Reflections Program was explained and assistance was offered. Culture night might need to be moved to accommodate dance night. Discussion ensued regarding dance night budget.

Membership: Liane Myers stated the PTA is currently hosting their Membership Drive and 100% participation from staff would be appreciated. Approximately 30 members have joined so far. It was recommended the membership form be revised to clarify the dues are for the entire year and not monthly.

Fall Fundraiser: Naomi Onoda provided the Entertainment Books to teachers on Friday, September 11th. Books are \$20 and orders are due by Friday, September 25th.

Community Partnerships: Shannon MacGillivray will be sending out information soon regarding eScrip and various participating stores and retailers where free money from purchases will go back to the PTA.

Spirit Wear: Dianne Jordan said that Spirit Wear is on sale through next week. The PTA will only be doing Spirit Wear in the Fall this year.

Newsletter: Allison Martz said the deadline for the newsletter is tomorrow, September 15th.

New Business

Musical Minds: Dianne Jordan received information regarding after school piano lessons. The PTA expressed interest. Dianne will bring more information to the next meeting.

Committee Chairs: Allison Martz provided information for the committee chairs.

- There are 3 Vice Presidents: Enrichment, Hospitality and Fundraising
- PTA meetings will be the 1st Monday of the month
- Chairs should check for mail in the blue PTA box in the office
- The PTA will be sending out a school-wide volunteer survey
- If a committee needs the school facility for an event, they need to fill out a facility usage application.
- PTA members should remember they are guests in the school and be respectful of teacher time and space and to be respectful in hallways.
- If a committee needs a contract signed, the contract needs to be signed by 2 executive officers.
- Before forms are sent to teachers, home or to members, they must be sent to Allison for principal approval.
- PTA members should sign in as visitors at the office and have a background check done every 2 years.

Money Handling Procedures: Renee Ford presented information for committees regarding money handling. Committees should submit the money for deposit as soon as possible and, in no instances, longer than a week after the event. A copy of every check would be appreciated and a discussion followed regarding copy printer codes at the school. Reimbursements must be submitted within 30 days after the event.

Yearbook: Mrs. Leber is looking for volunteers to take pictures for the yearbook.

Meeting adjourned at 8:32 p.m.

Attachments: Financial Review Recommendations, Changes to Previous Standing Rules, Standing Rules

Submitted by: Liane Myers
Liane Myers, Secretary