

Clark PTA Executive Board & General Meeting

Date: Sept 19, 2007

Time: 9:45am

Building/Room: Clark

Objectives of this meeting: to introduce the PTA Executive Board and the tentatively planned activities and fundraisers on this year's PTA calendar

Attendees: Alison Meryweather, Traci Burke, Sue McPeak, Cari Kovats, Amanda Warren-Davis, Gretchen Dowling, Vicki Hoffman, Susan Zantello, Laura Bagley, Heidi Fuhs

Not in attendance: Gigi Vazinkhoo, Brin Hamilton, Kristi Darlington, Steve Dowling

Meeting Minutes

Item	Presenter
Reviewed and approved meeting minutes from June 13, 2007 Motion by Alison, seconded by Gretchen. Approved unanimously.	Alison
Budget: Last year budgeted for \$60K vs estimated actual of \$71K; essentially broke even with prior year's bank balance. It has been policy to carry over 1 year's operating expenses.	Alison
Membership: Current membership is at 152 (plus 20 memberships received w/o payment), up from 135 members last year. Susan will follow-up on payments.	Alison
Audit: The annual audit will likely be on Tues Sept 25 th . Gretchen, Steve, Susan & Vicki will complete preparations by then.	Alison
Simple Majority I-4204: Discussion/explanation of I-4204 Simple Majority to allow school levies to pass with a simple majority vote (>50%), instead of the current 60% rule. Laura moved that Clark PTA endorses the Nov '07 Simple Majority for levies only, EHJR 4204 ballot issue. Seconded by Gretchen. Approved unanimously. Encourage fellow voters to understand and vote for 4204.	Alison
Issaquah Schools Foundation: Explanation of ISF and invitation for all PTA members to attend the upcoming ISF luncheon, the kick-off fundraiser including a \$150 requested donation, silent auction, key-note speaker, etc. Alison will extend the invitation to all Clark parents in Shark Bites.	Alison
Standing Rules: moved to the agenda for the next meeting	Alison
"PTA and the Law" sessions will be offered on Oct 16 th 9am-12pm in Issaquah, or Oct 18 th 6-9pm on Mercer Island. Attendance at 1 event is required for all PTA Exec board members. Alison will email for registrations separately.	Alison
Clark Capital Improvement: Clark was recently approved for an initial \$46K (final amount pending) for capital improvements for a new playground and/or basic repair work. She requested the PTA to donate additional funds. Discussion for fundraising brought up selling "name bricks", requesting donation levels, dedicating a portion of cookie dough sales.	Sue
Emergency Preparedness Supplies: contents in the current buckets have expired and need replacement. The PTA has \$1K in the budget already, up to \$2K additional will be needed. Susan moved that the PTA support Clark's emergency supplies with an annual \$2K fund. Laura seconded. Unanimously passed. Susan will confirm with Dr McPeak that the PTA supports with \$2K fund, but a collection for additional donations to cover the remaining gap is greatly appreciated.	Sue
PACE Fundraiser: Carrie Stever agreed to chair the new PACE fundraiser. Vicki will add PACE packets to the PTA sign-up table at curriculum nights. A highly visible fundraising poster tracking ongoing fundraising efforts (like at Grand Ridge Elem) was suggested.	Alison

<p>Cookie Dough Fundraiser: The PTA will receive 40% of dough sales, 40% of gift sales, and 40% of online purchase sales. Catalogs are arriving 9/21st; display kit arrives 10/10th. Case splits will be rounded to the ½ case to minimize excess. Prizes awarded for upper and lower grades with highest sales. Kick-off for sales is 10/15th. Sue already approved continuing this annual fundraiser. Susan will draft a timeline so volunteers can be plugged. Vicki will pull volunteers from the volunteer lists. Amanda will update the display case (and run the display case calendar for all events).</p> <p>Discussion and general approval that PTA pledge a portion of Cookie Dough Sales proceeds will support Clark's playground capital improvements. (Will vote when \$ amount known).</p>	Susan
<p>Communication: Deadline for content submittal for Shark Bites and E-News is Wednesdays to Linda Roehl. Request information go into the PTA box/section. Susan suggested the PTA draft a blanket form to submit for future such communications.</p> <p>Discussion on teacher feedback requested for ongoing PTA events.</p> <p>Discussion on Clark's Community Outreach needs and contact with Issaquah Press. This should be added to agenda for next meeting.</p>	Alison, Susan
<p>Pastries & Parents Event: Oct 17th 9:00-9:45am prior to assembly and next general PTA meeting. Highlight the playground capital project and Simple Majority 4204. Room TBD.</p>	Susan
<p>PTA Poster Board: reminder to promote and post the PTA folding/sandwich board (located in PTA office) for all PTA sponsored events.</p>	Vicki
<p>Org Chart Matrix: Discussion on several open positions, with plea for any/all PTA members to volunteer where available. Alison will resort the events by date of occurrence. Vicki suggested posting with the calendar on the district Intranet for school staff.</p>	Alison
<p>PTA Office keys: Keys to the PTA office are held by Alison, Gretchen, Vicki, Susan, Gigi</p>	Alison

Action/Issues Details

Item	Gen. By	Assign To	Date Gen.	Due Date	Status
PTA memberships received w/o payments (20 ct)		Susan	9/19/07		Follow-up to receive missing payments
Audit for 2006/07		Gretchen, Steve, Susan, Vicki	9/19/07	9/25/07	Prepare/present necessary documents for audit
Issaquah Schools Foundation (ISF) luncheon		Alison	9/19/07		Place invitation to all Clark parents in Shark Bites
"PTA and the Law" session registrations		Alison	9/19/07		Email all Exec board members to register for Oct 16 or 18 events.
Emergency Supplies content replacements		Susan	9/19/07	9/19/07	Confirm with Dr McPeak PTA's \$2K donation, and additional donation collection appreciated.
PACE Fundraiser packets		Vicki	9/19/07	9/19 and 9/26/07	Add to PTA table for curriculum nights
Cookie Dough Sales		Susan	9/19/07		Draft timeline for volunteer needs
Cookie Dough Sales		Amanda	9/19/07	10/10/07	Change display case from PACE to Cookie Dough
PTA Welcome Letter		Susan	9/19/07		Revise to include the pizza night, volunteer survey, request for membership & payment
Request teacher feedback		Susan	9/19/07		Email teachers with contact info to encourage ongoing teacher feedback
PTA office key		Alison	9/19/07		Assign 5th key to Gigi