

Frost Middle School PTSA Board Meeting

August 23, 2011

1. Introductions
2. Overview of Maryland PTA Must Do's for PTAs (Kellie Reynolds, recording secretary)- The information presented is available on the MCCPTA web site. It is important for all PTA board members to be aware of these rules.
 - a. All PTA checks must be signed by two people
 - b. All PTAs must submit a copy of their annual Treasurer's report and audit report to the MCCPTA treasurer and to MD PTA.
 - c. PTAs must submit a copy of their Federal 990 to Maryland PTA.
 - d. All PTAs must file a personal property tax return by April 15.
 - e. If the PTA resells items, such as gift wrap, plants, candy, it must have a sales tax license and file returns according to the schedule the PTA establishes with the state.
 - f. Additional information on the PTA audit- The audit involves an examination of financial transactions and procedures used to conduct those transactions. Its purpose is to assure the membership and executive board that the funds of the PTA have been properly administered and that good financial practices have been followed.
3. Appreciation and Summer Accomplishments; ongoing efforts (Karen Snyder, president)
 - a. Eileen Foster updated the website. Individuals can join the PTSA on-line. The website can accept PayPal.
 - b. The audit was completed and financial books are in order.
 - c. Membership was down by about 1/3 last year. We will have a big push for membership this year. There may be a second wave of membership efforts in October.
 - d. Spiritwear sales were very successful last year. This year the PTSA will add more structure to the inventory and tracking of spiritwear.
 - e. The directory is in progress. There will be an online option this year.
 - f. Karen Snyder attended SIP (School improvement plan) and MCCPTA meetings this summer, which provided awareness of important ongoing issues in the school and county.
 - g. Dr. Jones mentioned that this year is the 40th anniversary of Frost MS. There will be a big celebration. The celebration may include a 5K run. There may be special spiritwear to commemorate the 40th anniversary. Mr. Johnson is coordinating the overall 40th year celebration. Ms. Lisker and Ms. Horwitz are coordinating the 5K.
4. Current needs- (Suzanne Messing, volunteer coordinator)- All positions are listed on the website.
 - a. Two VP positions are open (board positions)
 - b. Coordinator for restaurant fundraisers. (Dates are selected)
 - c. Staff appreciation chair (Events include holiday cookie exchange, teacher appreciation week, end of year celebration)
 - d. More volunteers for the bookfair (we have event-chairs)
 - e. Hospitality help- for back to school night and the 5th grade parent meeting in the winter
 - f. 40th celebration chair
 - g. Note that the needs early in the year include: 1st restaurant night; Sept 23 is the first fun night; distribute water and cookies at back to school night.

5. Membership (Judi Halperin, membership chair)
 - a. We are increasing dues from \$25 to \$30 this year. \$30 is closer, but still lower, than the amount charged by other middle schools in our area. Note that the amount we pay to MD PTA for each membership card increased this year from \$3.25 to \$3.75, because of an increase in National PTA dues.
 - b. We are not actively soliciting for direct donations, but the membership form does provide the opportunity for direct donations.
 - c. The volunteer opportunity list that is included with the membership form was updated.
 - d. Ongoing effort- determine why people do not join PTSA.
6. Spiritwear (Susan Schreck)
 - a. Spiritwear was very successful and popular last year. The PTSA is working on the inventory process for spiritwear.
 - b. We will sell spiritwear at Back to School Night and Tuesday through Thursday of that week. We will first sell the items left over from last year, plus we will order the items that were most popular last year.
 - c. There is a glass covered display bulletin board near the PTSA bulletin board. The display case can hold 1-2 T-shirts. We will display spiritwear in this display case.
 - d. We are adding a small cost to each shirt, above our purchase price, because of the effort required to run this program. The most expensive item is \$25. We need to have some low priced items.
7. Dances (Fun Nights)- Lisa Dennison, executive VP
 - a. Feedback from last year- Two hours of music and dancing is too long. The current format (dance in one room; sports in another room) does not promote togetherness..
 - b. We need to find a way to keep all students in one room. One suggestion- less athletic event in the fall (music, dancing, games) and a more athletic event in the spring.
 - c. Reminder- students who are PTSA members do not pay to attend fun nights. There should be a list of student members at the entrance to the events.
8. Budget discussion- Cathryn Chang, treasurer
 - a. Based on records from last year, it is not clear how much money we received as donations and for extra directories
 - b. Spiritwear- There was a net \$1000 loss, but we still have some inventory. Some items were donated for various events.
 - c. In 2010-2011, the PTSA contributed \$9367 to "school support". The amount was higher than usual because of the high carryover from the previous year. Two of the high cost items in this line item were promethean boards and the bullying presentation. This year we can receive monthly (or quarterly) statements from the school that indicate how the money is used.
 - d. The proposed budget is shown on the next page.
 - e. **MOTION (from Suzanne Messing; 2nd by Susan Schreck)-** The PTSA board supports the presentation of the proposed 2011-2012 budget, as presented by Cathryn Chang, to the full membership. **The motion passed.**

Proposed BUDGET FOR FY 2011-2012

REVENUE:

MEMBERSHIP DUES	14,000.00
DONATIONS	1,430.00
EXTRA DIRECTORIES	0.00
PROMETHEAN BOARDS	0.00
DIRECTORY ADS	0.00
BOOK FAIR	8,000.00
DESSERT THEATER	8,000.00
DANCES	4,300.00
SPIRITWEAR	10,400.00
FAMILY EVENTS	4,650.00
OTHER	1,850.00
TOTAL REVENUE	<u>52,630.00</u>

EXPENSES:

ADMINISTRATIVE EXPENSES	300.00
DIRECTORIES	0.00
POST PROM	200.00
MDPTA DUES	2,100.00
MCCPTA DUES	560.00
INSURANCE	179.00
HOSPITALITY	275.00
SAFETY COMMITTEE	0.00
FAMILY EVENTS	3,350.00
BOOKFAIR	7,600.00
DESSERT THEATER	7,385.00
PROMETHEAN BOARDS	0.00
SCHOOL SUPPORT	5,000.00
40th CELEBRATION	3,776.00
PROGRAMS -PARENTS	
WEBSITE	145.00
PARENT PROGRAMS - OTHER	130.00
PROGRAMS - STAFF	
STAFF APPRECIATION	2,500.00
SUNSHINE	0.00
PROGRAMS -STUDENTS	
DANCES	3,500.00
HEALTHY HABITS	0.00
SPIRITWEAR	12,400.00
REFLECTION	200.00
HELPING HANDS	130.00
SENSITIVITY AWARENESS	100.00
STUDENT SUPPORT & ENRICHMENT	2,800.00
TOTAL EXPENSES	<u>52,630.00</u>

NET INCOME \$0.00

CASH SUMMARY

BEGINNING CASH BALANCE (6/30/11)	5,251.97
+REVENUE	52,630.00

-EXPENDITURES (52,630.00)
CASH BALANCE 5,251.97

9. Board members can send an e-mail message to Karen and Eileen to include information in the daily announcement e-mail. The message should include the exact wording for the announcement. To avoid lengthy announcement e-mails, no more than one note will be added per day.
10. Closing notes (Karen Snyder)
 - a. Recruit volunteers
 - b. Join PTSA
 - c. Attend all PTSA meetings

Kellie Schoolar Reynolds
Recording Secretary