

Not yet approved

Minutes for ER Board Meeting September 8, 2009

Present: Denise Nicholson, (President), Margaret Hughes (Emergency Prep, Box Tops, E-scrip) , Chantal Hebert, Wendy McNamara, May Monti, Julie Amer, Amy Cummings (Emergency Prep), Becky Gerhardt (VP Fundraising), Mary Mulkins, Henmar Vlogman (Secretary), Maureen Wilson (Membership), Angela van Lierop (Treasurer), Trish Cooper (VP Programs), Richard Ito (substitute principal)

The Meeting was started at 9.10am. There was a quorum present.

1. Welcome by President and announcements

Everyone introduces herself. Denise expresses a special welcome for first time Board Attendees. She stresses that she would like to work in a positive environment. Discussions are welcome, but please in a positive way. She likes PTA to be more open, this goes both for Board Meetings and for General Meetings. At General meetings everyone has a vote and a voice. At Board Meetings it is at the discretion of the President and today everyone has voice and vote. General Meetings are usually held before Program nights, so they are very quick. That makes it harder when a discussion on a subject is needed. Denise suggests having one or two General meetings that aren't program nights, but with a speaker to allow more time for discussion. It seems to make sense to have these meetings at a night instead of during the day.

Mr. Richard Ito joins the meeting. He's welcomed by Denise. He is happy to be at East Ridge but wishes it was under better circumstances. Stacy Murphy had her first round of chemo. Luckily her bone marrow test came back positive, so she's stage 1. She will probably need 6-8 rounds of chemo. It looks like she's could to be out until at least December, but she wants to go back as soon as she can. There will be regular updates on her health situation.

Mr. Ito is happy to help PTA. Everyone should feel free to ask him. Unfortunately he's not going to be here for the walkathon, because of a trip that was already booked.

2. Approval of Minutes of last Board Meeting

Amendments:

- concerning the audit report: the report HAS to be available, not SHOULD
- there hasn't been a Board Meeting after the packet stuffing

Amended Minutes are approved.

3. Treasurer's report

The Treasurer's report is handed out. It's from July when Erik Azar handed the books over. Over the summer the work has mostly been the reconciling of checks and putting them in last year's budget.

The final budget overview of last year is available, also on Money Minder. Everyone can log on with the password and username that is provided on the PTA website (www.erpta.org). If someone can't log on, let Angela know. There seems to be an amount of approx. \$ 20,000 to be rolled over from last year.

For this school year so far there has been some E-scrip money coming in, and some purchases are done for the play. For the 6th grade picnic a deposit has been paid to secure the location at Cottage Lake Park.

Over summer, monthly invoices for the online registration (Lightspoke) have been going on, but the subscription has been cancelled as of September.

There are quite a lot of checks still not cashed over summer from last year. Angela has been calling people to cash the checks.

The maintenance and insurance of the steel drums needs to be separated in the budget. If they are rented out that can also go in the budget line for the steel drums. **A line item for steel drums is needed in the budget.**

4. Membership report

Maureen Wilson reports that we had 157 members last year and as of September 7th there are already 136 members, which is a good sign for membership.

5. Walk-a-Thon report

Becky wants to use \$ 15,000 of the roll over money to lower the amount per child for the walkathon. A discussion starts on using the reserves for the ongoing expenses from this year. It is mentioned that a lot of committees and teacher grants usually don't use all the money budgeted for them which accounts for some of the surplus money at the end of each year. There is agreement on the idea that money raised in a certain school year should be mostly spent in that school year.

Becky is planning to spend around \$ 750 on prizes for the walkathon. She also has some prizes that are donated. She won't do any goodie bags for the walkathon but will provide certificates and free popcorn for the kids. She suggests lowering the suggested amount per kid to \$ 33. If that amount will be realized on average, \$ 15,000 will need to be rolled over to meet the fundraising budget.

Proposal: Lower the suggested amount for donation per kid to \$35 with regard to the reserves that can be used. **The proposal is voted on and accepted.**

6. ASAP

Suzanne has organized this fall's classes. She is looking for a replacement for ASAP Chair. There is someone helping as volunteer coordinator for ASAP, some is needed to organize classes. That means finding instructors and doing the registration. We need someone to at least organize next year's classes.

There won't be an ASAP Program night this year. The steel drums class will perform at the Book Fair in November though.

7. Fall festival report

Since there wasn't a Chair, Denise coordinated this event over summer. There will be a meeting on September 9 at 9 am in room 6 to organize helpers.

At the event there will be a registration table for membership and for e-scrip/box tops. Also, the emergency prep committee will try to get more helpers and will do a survey.

8. General discussion on Committee Chair's responsibility and roles.

There is a guide for committee chairs. Denise is going to put it online. The PTA Council has all this information. We need to check on updates (WHO?)

Open positions:

- Hospitality, Henmar has met someone who's interested: Laurie Tuedes and will contact her.
- Online registration: we need someone that can set up a different system. An example could be NSD.org. It would be nice to have someone looking at the different options this year so we can have it up and running for next year.
- ASAP-person: still open
- Chess Club: someone is interested, Denise is contacting her
- Classic Books: still open
- Legislation: still open
- Playground: Leah Felt
- Popcorn: will be filled, there are several people interested
- Reflections: open
- Six Traits: open
- Spring Dance: open

There is a proposal for a new committee: Gardening. Wendy suggests asking CUB scouts/girl scouts to see if they could do it every month. Cindy Powell might be interested in chairing/organizing this.

Angela asks about spirit wear? Would we like to bring that back? We have nobody so far, but will try to interest someone. If no-one can be found maybe Angela would do it.

Proposal: Henmar Vlogman to be Secretary for this year. A motion is made by Wendy McNamara, seconded by Margaret Hughes. **Motion approved.**

9. Any other business

Question by May: what was the event we had small businesses present themselves? Margaret says it was the emergency prep event. It turned out to be disappointing for businesses because they couldn't really sell anything because of district regulations.

It is asked who is in charge of the Directory this year. It's Nancy Nygren and Lisa Hall is responsible for ads in the directory. It is noted the directory used to be a big reason to be a member. That may be the reason for the lesser membership number last year.

Meeting adjourned at 10.38 am.

Motions approved:

- Suggested amount per kid for the walkathon will be \$ 33.00
- Henmar Vlogman is Secretary for this school year

Things to do

Activity?	Who's responsible?	When does it need to be done?
Filling open positions	all	Flexible
Contact Cindy Powell	Denise	Flexible
Check on updates for description of responsibilities for the different positions at the PTA council website	Denise	As soon as possible
Put description of responsibilities on ERPTA website	Denise	As soon as possible