**Friends of Hawthorne PTA General Meeting Minutes – June 12, 2013**

**Attendance:** Pete Intravartolo (President), Katie Kribbs (VP), Jen Ayers (Secretary/Incoming President), Linnea Fichter (Treasurer), Mira Posner-Collins (Member At Large), Mary Murray (incoming VP), Liz Gillespie (incoming Secretary), Dana Math (incoming Member At Large), Heidi Fray (CDSA), Katie Seawell, Katie Davis, Debra Allen, Sean Spooner,), Elizabeth Whitford, Andrew Roe, Alice Ambrose, Rachel Eells, Michael Eells, Cathy Laetz, Nancy Graves-Lankford, Kristin Roe, Iain Mourer (incoming Treasurer), Tina Leighton (teacher), Ms. Pogreba (teacher), Frances Jones-Baker (teacher)

**BUDGET DISCUSSION**

**Ground rules:** keep an open mind, step forward-step back, stay focused, tolerate ambiguity, accountable for answers later, there are no dumb questions, value compromise (close the deal), be mindful of shared goal as resources for school, suggestions for future, louder speaking voice

**Budgeting Process Based on “PTA And The Law” (Mira) –** The Budget is an annual plan we must create, vote on and implement – we can’t spend money unless we have a planned budget in place per National PTA guidelines.

**The Budget Committee is appointed by the current President** and must include incoming and outgoing Presidents, Treasurers and possibly Member At Large. It is their job to review goals/objectives of PTA, gather fundraising, event and last year’s budget info. They develop a draft budget and present to the Board. The Board votes to approve the draft and proposes it to General Membership.

* General membership MUST approve the budget (not just the board) by July 1st for NEXT year’s spending
* At least 10 members must be present to approve budget
* Budget can be amended throughout the year as needed
* Amendments must be voted on
* $350 or less can be reallocated without general vote

**Budget Background (Jen) –** Total financial requests are more than FOH has to spend. Pete, Jen, Mary and Linnea met with Eileen Gray, Melissa Mak, Jon Francois-Stone and Yolanda McGhee to discuss teacher/staff/admin/school priorities. **FOH wants to support the school’s vision regarding focus, priorities and budgeting.**

**NOTE:** The School District and Title 1 have cut our school budget for Events next year.

**NEW PROTOCOL:** **Money raised this year will be used for NEXT year’s budget.**

In the past we approved budgets relying on “projected” earnings for the following year, which was not a fiscally sound approach.

**Key discussion items from that meeting included:**

* STEAM Technology Purchase Proposal submitted on behalf of Hawthorne Technology Committee and Carole Lynch
* Page Ahead reading grant and possibility of ALL students receiving free books at end of the year with additional FOH support
* Events/importance of family engagement/enrichment – celebrating Hawthorne’s diversity. Hawthorne Staff to discuss the possibility of consolidating Events to help save costs and reduce teacher/parent burnout and get back to FOH with feedback.

**BUDGET DISCUSSION –** All present received a draft budget with a variety of line items and 3 possible Options to help facilitate discussion. Everyone shared their thoughts on which items were most important.

**Key items/themes that emerged as priorities:**

1. Teacher Grants
2. STEAM– curriculum integration/used to facilitate learning. Will serve ALL students.
3. Hand on, experiential learning opportunities – arts, music, garden, field trips – integration into curriculum seen as plus
4. Activities and equipment that include all students and help level the playing field/foster equality (i.e. field trips for those who can’t pay, free books for ALL, STEAM/tech equipment)
5. Literacy
6. Funding 4th/5th grade camp so all students can attend

It was agreed that since the Stage received lots of great improvements this year, we would not budget for additional improvements in this budget. Stage 2 stage improvement plan will be discussed, strategized and developed for following year’s budget as needed.

The SYI Campaign this Fall raised over $11,500 for the library. Mr. Toomey has $5500 remaining from this total -- to be spent on a projector and doc cam for the library and to purchase books. Additionally, the budget line item provides for additional $2000 to go to Library for non-fiction and high circulation titles.

**Other line item priorities to note:** Teacher grants were increased to $7650 ($2900 more than last year), STEAM funded for $6995 (if additional grant money is received this amount can be adjusted upward as needed), Events funded at $3500 (approximately $800 more than last year). Field trips, Science Center, Family Support, Camp for 4th/5th graders, ELL Classes, Page Ahead and Free Summer Reading Books for ALL Hawthorne students will be fully funded.

**MOTION: To approve Budget Option C with revisions (see attached budget table at end of this document). Unanimously approved**

**VOTING ON ACCOUNT SIGNERS --**

**MOTION** (Jen): For all FOH PTA Financial Accounts (i.e. Chase, Alliance) the following people will be added as signers -- Iain Mourer to be added as Treasurer, Jen Ayers to be added as President and Liz Gillespe to be added as Secretary. Mira Posner-Collins seconded. Unanimously approved

**MOTION** (Jen): For all FOH PTA Financial Accounts (i.e. Chase, Alliance) the following people will be removed as signers -- Katie Kribbs, Pete Intravartolo and Linnea Fichter Mira Posner-Collins seconded. Unanimously approved.

**AUCTION UPDATE – (Katie S.)** Goal is to decide auction date for 2013-2014 to begin planning. This year’s Auction grossed: 46,700 (7% more than last year). Expenses slightly down so net was $34,500 vs $29,600 last year. We raised more this year in “raise the paddle” – nearly $10,000 vs $7,000 last. Live auction earnings were a draw. We were down 5% on silent auction this year.

150 people attended this year versus 138 last. Ticket/table prices were kept constant. **Challenge is where do we go next to make step change in generating revenue.**

We are going to look at bigger venue, ticket/table prices, sponsorships and potentially tap into online donations from families/friends far away.

Date recommendation from Eileen/Committee: April 5, 2014 – date prior to Spring Break is helpful. Also enables procurement to start earlier. **Still looking for Auction committee members and Lead to work with Katie next year.**

**MOTION:** **Katie made a motion that we schedule Hawthorne’s Auction for April 5, 2014. Debra seconded. Unanimously approved.**

**BOOK FAIR UPDATE/Financial Review –** we have received documentation that our correspondence (certified letter) was delivered AND received by parent stating that we are requesting communication around the issue of missing funds.

**National PTA recommended we file a police report of incident. Because PTA funds are public dollars, the ethical and legal next step is to formally report that these funds are missing** (the Alliance for Education is a tax exempt, non-profit and they handle our monies for us). WA State PTA does NOT recommend small claim court as the likelihood of recouping funds is very small. They said we should be carrying insurance that would reimburse us for these missing funds. Some forms of PTA insurance cover theft. Linnea will call our insurance carrier to see if we are covered.

**MOTION: Cathy made a motion that we file a police report regarding missing money. Andrew seconded. 14 yes, 5 abstain**

Linnea will file the police report

**RECOGNITION OF OUTGOING OFFICERS:** Pete, Katie, Jen, Linnea and Mira – thank you cards and good-byes.