

TIMBER RIDGE PTSA

GENERAL MEMBERSHIP MEETING – OCTOBER 4, 2016

AGENDA

1. Call to Order
2. Introduce the Board
3. Parliamentary Procedure review
4. Approve Previous Meeting's Minutes
5. Vision/Mission & Survey Results
6. Standing Rules Update
7. Treasurer's Report and Budget Update
7. Committee Reports
 - Membership Chair
 - 501(c)3 status
 - Fundraising
 - Enrichment Chair
 - Volunteer Chair
8. Questions
9. Adjourn

PTSA BOARD MEMBERS

ELECTED OFFICERS:

- Janell Wickersham, President
- Shelly Bean, Co-Vice President
- Krissy Jones, Co-Vice President
- Jacqui Lott, Secretary
- Janelle Laskowski, Treasurer

BOARD MEMBERS

- Amy Alexander, Membership Chair
- Briaan Wilson, Fundraising Chair
- Jessica Self, F.A.C.E. Co-Chair
- Tina Smith, F.A.C.E. Co-Chair
- Cheryl Abrahamson, Enrichment Chair
- Jennifer Meisberger, Staff Appreciation Co-Chair
- Kristin Kingrey, Staff Appreciation Co-Chair
- Corinne Alef, Volunteer Chair

PARLIAMENTARY PROCEDURE

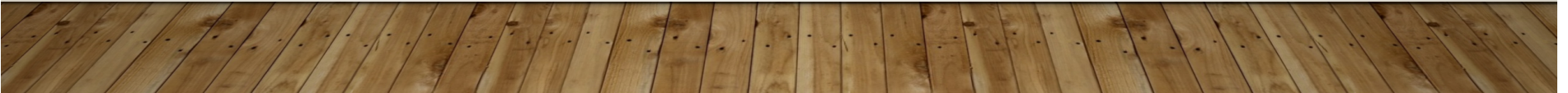
Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Benefits & purpose include:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Majority rule

ROBERT'S RULES OF ORDER

- *Make Motions* – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “*I move that...*”
- *Obtain the floor properly* – No person can speak until recognized by the chair, only one question at a time may be considered, and only one person may have the floor at any one time
- *Speak clearly and concisely* - All discussion must be relevant to the immediately pending question
- *Obey the rules of debate* - Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers

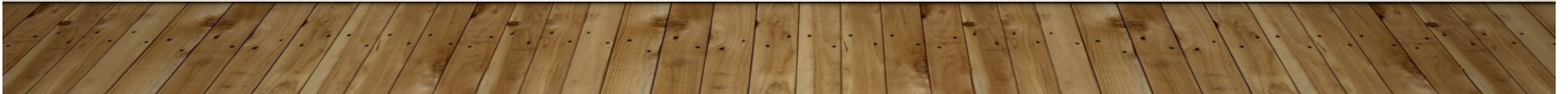
And most of all, be courteous! That's always in order!



GENERAL PROCEDURE FOR HANDLING A MOTION

1. Member fills out a Motion Form
2. Chair recognizes member (by title or name).
3. Member makes the motion. *“I move that...”*
4. Another member seconds the motion *“I second the motion.”*
5. The chair states the motion and opens debate
6. After debate concludes, Chair restates the motion and puts the question to a vote. *“Those in favor of the motion say “aye.” Those opposed say “no.”*
7. Chair announces the result of the vote and what action will be taken. *“The “ayes” have it, and the motion is adopted. We will [stating action to be taken].”*

VISION/MISSION AND SURVEY RESULTS



STANDING RULES UPDATE

1. Modify formatting of header, include PTSA in name, “A Washington Non-Profit Corporation” and date for approval. Add page numbers to footer
2. Modify formatting of document so Articles and Sections are in left sidebar column to allow for easier readability
3. **Article I, Section 1:** Add 2.18.10 to the name of our local PTSA
4. **Article II** – all mentions of the “legal documents binder maintained by the secretary” instead of President.
5. **Article II, Section 6:** New section to describe where and how legal documents are maintained: “This unit shall keep at least two copies of its legal documents in separate locations. The Treasurer shall retain the original copies of any legal documents in a safe or safe deposit box, and the Secretary shall maintain a copy of all legal documents in a legal documents notebook. All elected officers shall have access to the legal documents notebook upon request.”
6. Delete line 27 from current standing rules: ~~“27. The PTSA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in a legal documents notebook. All elected officers shall have access to the contents of the safe deposit box.”~~

STANDING RULES UPDATE

7. **Add Article II. Section 7:** “These Standing Rules shall not be in conflict with the WSPTA Uniform Bylaws. The Standing Rules may be amended at any regular general membership meeting by a majority vote.”
8. **Add Article II. Section 8:** Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation (SOA) Agreement by the required deadline. (moved from previous location: “Standards of Affiliation Agreement 13. Our PTSA will annually review, complete, sign, and submit all required WSPTA Standards of Affiliation documentation by the required deadline.”)
9. **Article III, Section 2** add new section: “The students of Timber Ridge Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.”
10. Combine Officers and Board of Directors section into one section – **Article IV**
11. **Add Article IV. Section 1:** “A Nominating Committee shall be elected, in accordance with the WSPTA Uniform Bylaws, at least 30 days prior to the election of officers and shall consist of at least three (3) members”
12. **Add Article IV. Section 2:** “The elected officers shall constitute the Executive Committee.”

STANDING RULES UPDATE

13. Move “Training 14. Our PTSA will ensure that each executive committee officer attends a minimum of one WSPTA-approved training opportunity during the PTSA year. Further, at least one member of the executive committee will attend *PTA and the Law* during the PTSA year.” to **Article IV. Compliance Section 6** and add “Per WSPTA Standards of Affiliation (SOA) Agreement,” to the beginning.
14. Revisions to **Article V. Meetings, section 1**: “There shall be at least three annual meeting of the members to be held at a time and place fixed by the board of directors for the purpose of conducting business. Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at a membership meeting. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) ~~nor more than fifty (50)~~ days prior to the date of the meeting to each member. ~~At least 10 members must be present in order to conduct business.~~”
15. Move “At least 10 members must be present in order to conduct business” from section 1 into **new section 2**: Revised to read: “Accurate meeting attendance will be kept for the purpose of determining voting and quorum. A quorum of at least 10 members must be present at a General Membership Meeting in order to conduct business.”

STANDING RULES UPDATE

16. Move “The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.” to “**Article VI. Budget/Financial Section 9** – Limits to the spending powers of the Board of Directors”
17. **Article VI Budget Financial, Section 4:** Add to “The board of directors shall determine which officers shall have signing authority on the PTSA bank account, and shall be a minimum of 3 officers.”
18. **Article VI Budget Financial, Section 5:** “The PTSA’s monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the board at the beginning of the fiscal year, shall be a Board Member, and shall not be a signer on the account.”
19. Swap order so “The PTSA shall allow online banking within the rules and guidelines established by WSPTA policy and the board of directors.” Comes after details regarding signers on the account. **(section 6)**

STANDING RULES UPDATE

20. Add Article VI. Section 9:

“Limits to the spending powers of the Board of Directors:

- a) The Board of Directors may, at properly advertised and convened meetings, without a vote of the General Membership, make financial decisions affecting up to \$500.
- b) Reallocations to the budget in amounts up to \$500 may be approved by a majority vote of the Board of Directors. Reallocations exceeding \$500 must be approved by a majority vote of the General Membership.
- c) If financial matters come up that are outside the limits in this section, the President(s) may call a General Membership Meeting for the purpose of discussing and voting on the financial issue, or they may wait until the next scheduled General Membership Meeting to discuss and vote on the issue.”

STANDING RULES UPDATE

21. **Article VII. Gambling Activities, Section 1.** Add “such as bingo, raffles, or carnivals.” to clarify what kind of “Gambling Activities” students may participate in.
22. Modify **Article IX. Voting Delegates** to Council to be simply “Voting Delegates” and group items 33-35 into that subsection
23. **Article IX, Section 3**, remove highlighted section since we do not have a legislative chair, and remove portion about paying for hotel and meal fees in all sections. “The Timber Ridge Elementary School PTSA will send as many voting delegates and as many visiting delegates to the WSPTA legislative assembly as the budgeted amount will sustain. Registration, ~~hotel and WSPTA meal fees~~ shall be paid for by Timber Ridge Elementary School PTSA. ~~The legislative chair for Timber Ridge Elementary School PTSA will be one of the voting delegates representing the PTSA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors.~~ Individuals attending the assembly paid for by Timber Ridge Elementary School PTSA will submit a board report about the legislative assembly.”

TREASURER'S REPORT

INCOME	Actual Monthly	Actual YTD	Budget	Variance
1. Membership Services	0.00	4,800.00	5,000.00	-200.00
4. Fundraising Projects				
Donations	0.00	14,974.70	7,100.00	7,874.70
TOTAL INCOME	\$0.00	\$19,774.70	\$12,100.00	\$7,674.70

- 131 Charter Memberships
- Donations from Area Schools

EXPENSES	Actual Monthly	Actual YTD	Budget	Variance
1. Administration				
Supplies	0.00	87.33	300.00	212.67
Liability Insurance	0.00	150.00	130.00	-20.00
Bonding Insurance	0.00	150.00	100.00	-50.00
Annual Incorporation	0.00	30.00	10.00	-20.00
Charitable solicitation	0.00	0.00	40.00	40.00
IT	0.00	349.99	200.00	-149.99
2. Leadership Education				
Region Workshops	0.00	0.00	0.00	0.00
Legislative Assembly	0.00	0.00	300.00	300.00
PTA and the Law	0.00	0.00	0.00	0.00
WSPTA Convention	0.00	0.00	300.00	300.00
3. Committees	0.00	0.00	4,000.00	4,000.00
4. Membership Dues				
WSPTA/NPTA @ \$8Each	0.00	1,048.00	3,200.00	2,152.00
Council @ \$1.00/Person	0.00	131.00	400.00	269.00
Annual PTSA Required Fee	0.00	0.00	5.00	5.00
5. Unallocated Funds for Unanticipated Programs/Projects/Activities	373.00	663.00	2,000.00	1,337.00
TOTAL EXPENSES	\$373.00	\$2,609.32	\$10,985.00	\$8,375.68
BALANCE ON HAND	30-Aug-16	<u>\$17,165.38</u>		
Bank Statement		17,165.38		

BUDGET UPDATE - INCOME

Income	Budget	Totals
1. Membership Drive	\$6,715.00	
2. Fundraising Projects		
A. Donations	\$16,000.00	
B. Restaurants Give Back	\$1,000.00	
C. Pass the Hat	\$0.00	
D. Turkey Trot	\$500.00	
E. Rebate Incentives	\$300.00	
Total Income		\$24,515.00

BUDGET UPDATE - EXPENSES

Expenses

I. Administrative

A. Supplies	\$300.00
B. Insurance	\$900.00
D. Annual incorporation	\$30.00
E. Charitable solicitation	\$40.00
F. IT	\$1,000.00
G. PayPal Fees	\$100.00
H. Charitable exemption filing	\$850.00
I. Banking Fees	\$150.00
J. Accounting Fees	\$100.00

BUDGET UPDATE - EXPENSES

2. Leadership Education

A. Region Workshops	\$0.00
B. Legislative Assembly	\$300.00
C. PTA and the Law	\$0.00
D. WSPTA Convention	\$300.00

BUDGET UPDATE - EXPENSES

3. Programs/Activities

A. Staff Appreciation and Support	\$2,500.00
B. Watch D.O.G.S.	\$750.00
C. Fundraising	\$750.00
D. Staff & School Grants	\$7,000.00
E. Art	\$0.00
F. Scholarship	\$250.00
G. Yearbook	\$100.00
H. Academic Nights	\$750.00
I. Parent Education	\$250.00
J. Reflections	\$0.00
K. Winter Bizarre	\$250.00

BUDGET UPDATE - EXPENSES

L.	Bookfair	\$0.00
M.	Donuts for Dad, Muffins for Mom	\$0.00
N.	Membership	\$100.00
O.	Family Night	\$1,000.00
P.	Bingo Night	\$500.00
Q.	Spirit Wear	\$0.00
R.	Assemblies	\$1,000.00
S.	Field/Fitness Day	\$500.00

BUDGET UPDATE - EXPENSES

4. Membership Dues

A. WSPTA/NPTA @\$8 Each	\$2,520.00
B. Council @ \$1.00/person	\$315.00
C. Annual PTSA Required Fee	\$5.00

Total Expenses	\$22,610.00
Total Income	\$24,515.00
Balance Carried Forward to Next Year	\$1,905.00

CHARTER MEMBERSHIP DUES ALLOCATION

	Cost	National/State PTA	Local Council	TRES PTSA
Platinum Family	\$100.00	\$16.00	\$2.00	\$82.00
Platinum Individual	\$100.00	\$8.00	\$1.00	\$91.00
Gold Family	\$75.00	\$16.00	\$2.00	\$57.00
Gold Individual	\$75.00	\$8.00	\$1.00	\$66.00
Silver Family	\$50.00	\$16.00	\$2.00	\$32.00
Silver Individual	\$50.00	\$8.00	\$1.00	\$41.00
Bronze Family	\$25.00	\$16.00	\$2.00	\$7.00
Bronze Individual	\$25.00	\$8.00	\$1.00	\$16.00

CURRENT MEMBERSHIP DUES ALLOCATION

	Cost	National/State PTA	Local Council	PayPal	TRES PTSA
Family	\$25.00	\$16.00	\$2.00	\$0.00	\$7.00
Individual	\$15.00	\$8.00	\$1.00	\$0.00	\$6.00
Staff	\$10.00	\$8.00	\$1.00	\$0.00	\$1.00

Family	\$25.00	\$16.00	\$2.00	\$1.03	\$5.97
Individual	\$15.00	\$8.00	\$1.00	\$0.74	\$5.26

COMMITTEE REPORTS

- Membership Report, Amy Alexander
- 501(c)3 status Report
- Fundraising Report, Bri Wilson
- Enrichment Report, Cheryl Abrahamson
- Volunteer Report, Corinne Alef

QUESTIONS?
