

Joslin PTA Executive Board Meeting Agenda & Minutes

Meeting Date: October 12, 2016

Agenda:

1. Approve previous meeting minutes
2. Treasurer's report
3. Officer's reports
4. Mini-grant tracking
5. Follow up on previous tasks / business:
6. New tasks / business:
7. Tasks to complete before next meeting

Members Present

Christina Erickson, Tamara Russell, Trisha Sanchez, Deb Ambrose, Natasha Chapman, Julia Demoreas, Julie Barschow, Phoebe Hale, Sara Villanueva, Summer McKinnon

Call to order motioned by: Christina Erickson

Call to order seconded by: Jennifer Pace

Motion to approve meeting minutes by: Natasha Chapman

Approval of previous minutes seconded by: Phoebe Hale

1. APPROVAL OF PREVIOUS MEETING MINUTES:

The PTA approved the previous meeting minutes as is.

2. Treasurer's Report

Current balance: 4,773.76

Credits since last report: 1070.14

9/9/16	177.16	Square Inc - membership
9/12/16	12	eDeposit 45236116 - membership
9/12/16	14.98	PAYPAL TRANSFER - membership
9/12/16	29.96	PAYPAL TRANSFER - membership
9/13/16	89.96	Square Inc - membership

9/14/16	69.96		Square Inc - membership
9/15/16	20		eDeposit membership
9/15/16	34.98		Square Inc - membership
9/19/16	40.52		Square Inc - membership
9/20/16	12		eDeposit membership
9/20/16	20		eDeposit membership
9/22/16	19		Deposit membership
9/24/16	20		Deposit membership
9/26/16	59.55		Square Inc - membership
9/27/16	12		eDeposit membership
9/30/16	0.21		Dividend
10/1/16	87		Deposit membership
10/4/16	15		eDeposit membership
10/4/16	15		eDeposit membership
10/4/16	20		eDeposit membership
10/4/16	20		eDeposit membership
10/7/16	12		eDeposit membership
10/7/16	20		eDeposit membership
10/8/16	86		Deposit membership
10/10/16	86.86		PAYPAL TRANSFER - membership
10/12/16	76.00		eDeposit, cash deposit and square - membership

Debits since last report: 958.45

9/29/16	-700	1121	Check 1121	reimbursement to Joslin for enrichment fees
10/7/16	-195	1042	Check 1042	AIM (insurance premium)

9/13/16	-50	1043	Check 1043	ACPTA Dues
9/30/16	-13.45	POS	USPS	Box Tops
Outstanding debits/credits: PTA owes Joslin \$20 for enrichment fees and \$169.09 from Ana Lawrence donation				
Budget concerns / changes / updates: 4508.67 is the working budget as of 10/10/16.				
Treasurer's comments & other info:				
T-shirt order coming soon				

2016-2017 Budget					
Start of Year Balance:					\$3,982.66
REVENUE	Goal 15-16	Actual 15-16	DIFF	Goal 16-17	Actual 16-17
Membership Dues:	\$1,000	\$1,148	\$148	\$1,300	
Fall Fundraiser:	\$2,500	\$2,387.98	(\$112)	\$2,500	
T-Shirt Income:	\$400	\$436	\$36	\$500	
Donations:	\$200	0	(\$200)	\$1500*	
Spring Fundraiser:	\$2,100	1,054.45	(\$1,045)	\$2,500	
Miscellaneous:	\$0	\$0	0	\$0	
Total Revenue:	\$6,200	\$5,026.43	(\$1,173)	\$8,300	
EXPENSES	Budgeted 15-16	Actual 15-16	DIFF	Budgeted 15-16	Actual 15-16
TX PTA Fees:	\$550	\$570		\$600	
ACPTA Council Dues:	\$50	\$50		\$50	
Operating supplies:	\$30	\$28		\$40	
Bank Charges:	\$0	\$30		\$30	

Insurance:	\$225	\$195		\$200	
Teacher Appreciation:	\$200	\$401		\$400	
Teacher Mini Grants:	\$500	1800		\$533**	
Joslin T-Shirts:	\$1,500	\$1,513.00		\$1,500	
Fall Fundraiser:	\$200	\$99		\$200	
Spring Fundraiser:	\$204	\$176		\$200	
Miscellaneous:	\$0	\$0		\$0	
Membership & Boxtop Incentives	\$0	\$70		\$70	
Board Member Shirts	\$0	\$0		\$160	
Total Expenses:	\$3,459			\$3,983	

3. Officers' Reports

President:	<p>Great job everyone on your hard work for the Spooktacular!! The flyer looks amazing!! Michelle THANK YOU for buying all the postcards!!</p> <p>Spooktacular Update:</p> <p>Volunteers: Mrs. Jepson reached out to former students and so far we have about 20 volunteers coming to help. I reached out to Ann Richards and so far 4 girls are coming to help.</p> <p>Food: Rockin Tomato Pizza---10 pizzas, Pinthouse Pizza---6 pizzas, El Milargo 1-5lbs bag of chips, Randalls, HEB \$50 gift card, Austin Emergency---100 bottles or water</p> <p>Grade Level booths:</p> <p>PK--Itsy, bitsy spider</p> <p>K--Tissue Ghosts</p> <p>1st--</p> <p>2nd--Witches Brew and Skeletons with Moving Joints</p> <p>3rd--Frankenstein Fruit Cups</p> <p>4th--Halloween Slime</p> <p>5th--Hand Print Spiders</p>
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Vice President:	
Secretary:	
Historian:	
Parliamentarian:	
Legislative Chair:	
Membership Chair:	<p>We have 75 members! Right now FLS grade is leading the way with 54%</p> <p>K--40%, 1st--16%, 2nd--29%, 3rd--18%, 4th--31%, PK--23%, 5th--42%</p> <p>Only 3 out of 33 teachers haven't joined PTA.</p>
School staff:	
Principal:	<p>The t-shirt design has been submitted to the graphics company. WE budgeted \$1,500. Ms. Jepson estimated the cost at \$1,600 (for student & staff shirts and the cost for the design and screen print), but will try to do her best with color design to keep cost close to \$1,500. Do we want to offer pre-sale t-shirts to families? If we charge \$15, PTA will be able to make a \$10 profit per shirt. Turn around time will need to be fast if we offer pre-sale shirts for parents.</p>
Box Tops:	<p>So far we have collected 2,348!! Joslin will receive \$234.80. BUT I haven't finished counting them, so the total will grow!</p>

4. Mini Grant Tracking

Teacher	Date of application	Description of request	Approved? Yes or No	Date of decision	Receipt Provided?	Check issue date & payee	Blurb received?

5. Follow up on Previous Business/Tasks

The PTA continues planning for the Spooktacular

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6. New Business/Tasks	
Spooktacular planning	The PTA finalized the food menu and prices and discussed locations for events. The PTA outlined the remaining tasks to be completed for the Spooktacular.

7. Tasks to complete before next meeting	Person(s) Responsible
Final food & supply purchases, decorating, ticket preparation, volunteer organization, signage preparation	Various PTA Board members