



General PTA Meeting Minutes (Approved)

November 14, 2018
8:15AM-9:15AM

Executive Attendees:

Angela Howard	Allison Castle	Aisha Stith	Brian Baron
Sandra Adams	Ginger Pursley	Allison Castle	Amy Edgar

Various General PTA members, and guest from Offsite Business Solutions, Mellissa Darrow present.
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- I. Call-to-Order
 - a. Co-president, Angela Howard 8:15AM- printed copies of agenda and slide decks were made available
- II. Approval of Minutes
 - a. Angela H. presented minutes
 - i. Motion to approve, Cindy P.
 - ii. Second by Whitney
 - b. Roll-call sign-in sheet check in with Alison
- III. Financial Report – Brian Baron – 8:17 AM
 - i. Introduction of Melissa Darrow of Business Solutions
 - ii. Financial Report of August – October and Audit Review
 - iii. Current Balance Sheet Review
 - iv. First QTR review highlights of Boosterthon
 - b. Revenue Breakdown
 - i. Carnival, Amazon rewards, fundraising, dine outs all have been very successful 8:23AM
 - c. Expenses
 - i. Brief mention of outstanding bills from carnival
 - ii. Majority of costs from carnival have been covered
 - iii. Overview of PTA Operation expenses (including discussion of lobby guard cost coverage) 8:25AM
 - 1. Question from Cindy P. – how were dine out profits shared, with greater PTA or with separate SWAG account, reference was made to how SWAG began dine-out proceeds

- a. Answer- from Sandra Adams, dine out fees are given directly to PTA as to keep everything easily organized and traceable
- 2. Question from Cindy P. -reference to increase in Halloween cost, mentioned a substantial increase in prices and profits from years past “have we changed the outlook from community event to fundraiser?”
 - a. Answer- Angela H. We have broken into the black, many years the carnival ran in the red, minor adjustments have led to savings of \$6,000
 - i. Cindy mentioned defining the event as a fundraiser or a community event to support cost increase- recommended PTA be “intentional with the outlook”
 - ii. Amanda C. -thanked committee and mentioned that she recognizes how much effort, time and work it takes to put on the carnival and she believes this justifies the cost increase
 - iii. Several people suggested a discount for volunteering or finding other ways to get more parent volunteers
 - iv. Amy E. -explained that she has worked numerous ends to get various items discounted or free, and when she steps away those opportunities may not be in place 8:32AM
- d. Brief Mention of Go Team meeting
- e. Money Earning Interest Opportunities
 - i. Cindy P. – asked to elaborate on what interest earning opportunities there are, and will the decision be made by greater PTA body
 - 1. Brian C. answered he will research options, Wells Fargo/CD Spectrum does not offer many options, and no matter what the changes will be determined by greater PTA
 - ii. Zach H. – Are YTD actuals or estimates?
 - 1. Brian explain- full year budget is being presented at this time and talked of challenges of planning full budget in August, when the fiscal year begins in June.
- f. Melissa Darrow-introduced
 - i. Melissa has completed audits for two years, everything has been re-reconciled with no “bad items”
 - 1. Deonne E. – Request for audit report
 - a. Answer from Melisa- mentioned without signatures from Keith it is completely ready and will be posted, Melissa assured everyone that she is keeping things in order and keeping track of all expenses per the PTA guidelines
 - 2. Whitney Dzuima - Asked about the professional service fee and why it was so low for all this work. ?
 - a. Melissa Darrow said she has a past affiliation with MES so was happy to give a MES community discount.
 - 3. Audience member- how are signatures handled?
 - a. Melissa -answer I can only see the documents in “view only” and all other processes are in compliance per PTA guidelines, Melissa mentioned she could not get copies from Wells Fargo of microfiche
 - i. Deonne- Adamant that you can microfiche, with special permissions, she has checked into this. Dionne, clarified for the

general committee that the bookkeeper cannot be the auditor. Further wanted confirmation that signatures will be passed to new auditors – emails have been sent to Executive Committee detailing how to download free copies of checks with signatures from the bank.

1. Melissa and greater committee agreed in unison
- ii. Deonne – Deonne requested the Parliamentarian's name to help answer general questions and conflict. Further clarified that an appointed parliamentarian serves many roles and is a member of our pta per our pta bylaws and serves all its members. They help with process and procedural questions.
 1. Unanimous answer from committee- elected not to have a parliamentarian and have not had an issue with checks
 2. Zach H. – Question- Has there been an issue with checks being improperly signed?
 - a. Deonne- Answer – Yes, there has been a concern in the past, again requested to have a parliamentarian.
 - i. Cindy, during her 3 years being involved with audit and Executive Committee, has not seen an issue regarding check signatures
 - b. Deonne – will audit reports be available as state in our bylaws. Angela H. assured everyone the audits will be made available on our website and Mellissa will be available to answer any questions
- iii. Wendy- Will we do our own audits? 8:48AM
 1. Answer- that is a cost we will put to the greater committee and put to vote
 - a. Dionne, Question- will future audits be on time versus 1.5 years and 6 month late as previous audits.
 - i. Unanimous answer- no
- ii. Angela thanked Melissa Darrow, Melissa reassured everyone she is happy to work with our PTA. 8:50AM
- g. VP of Enrichment- Ginger Presented
 - i. Grants Committee Applicant process
 1. Process is going very well
 2. Two student led initiatives came about, and were an excellent showcasing of student engagement
 - ii. Book Fair Chairperson Update 8:52AM
 1. There is a discussion that there will be two experiences for book fair, one on the main campus for 1-5th and one at the k-annex- Little Shop of Books has been notified this may be an opportunity for them
 - a. Whitney- Did not like the idea of having 'all of her kids' having two different experiences, and voiced this does not work for many k-parents

- i. Ginger, mentioned these are *recommendations* from chairpersons, who volunteered their time and the finding were based on logistics of buses, time and teacher input
 - 1. Mr. Barron, who was able to communicate directly with Dr. Brookins, said Dr. Brookins was *unaware*, mentioned that the administration supported the use of multiple buses, and “Holly was left out of the loop.” He then suggested to “table the discussion” until further discussions could be had 8:56AM
 - b. Kara and Alison, had different opinions, and thought it would be find for their k-students to have their own opportunity for a small intimate book fair 9:00AM
 - iii. Variety Show-
 - 1. Variety Show theme will be ‘Greatest Showman’- committee will work on ensuring that the younger students who are located at the k-annex
 - a. Aisha S. – Could there be a clear definition of what it takes to get in the show, variety or talent
 - i. Committee member, suggested to put the requirements on the website
 - 1. Dionne mentioned adding a synopsis to the website reiterating what the committee said
 - 2. Call for Coach Nussear to give her input so judges panel can be best informed 9:08
 - 2. Carson Hobbs- Broadway Superstar and MES parent will be doing halftime show!
 - h. VP of Communications – Allison Castle
 - i. Exciting new fundraising opportunity at GT during basketball season, 40% revenue for PTA on all tickets sold, tickets will be \$25-
 - ii. Game will be against FAMU on December 9th at 2PM, sections are in 100 and 112
 - 1. There will be on court experiences and opportunities depending that will be determined by attendance
 - 2. Chorus will perform
 - a. Cindy P. – could our MES Steppers perform?
 - i. Allison- answer- will check on that opportunity
 - i. VP of Fundraising- Amy Edgar (round of Applause was given for Amy’s efforts)
 - i. Brief overview of a very successful Carnival
 - 1. Amanda C.- mention of having a second Haunted House, or adding a suggested age
 - a. Unanimous- Agreed, that the house has gotten entirely too scary for littles
 - 2. Request for volunteers, ways to engage
 - a. Add television to watch games to get more adults to stay and help breakdown
 - b. Offer wristband discount with volunteer slot
 - 3. 2019 Date set for October 26 – we work around the family that helps provide food greatly increasing our bottom line
 - ii. Casino Night is going well, nearly all costs are covered

1. March 2nd, 2019 -Commerce Club- Space was donated, some food had to be prepaid- will be a success
- j. Closing- Angela H. 9:17AM
 - i. ASO and subsequent need to reimburse families for the second scheduled event
 1. Brian Baron stated that the ASO did not deliver what they promised, several school districts were included, not just the Grady Cluster elementary schools, students were hurriedly ushered through venue, and hence second date was cancelled
 - a. Angela, said 22 parents will receive payments back via Square and ten will receive reimbursements for checks
 2. Whitney- What will the lower grades receive in lieu of? Couldn't funds be used for a future event?
 - a. Dionne-Liz from Go Team member stated that she is following up with Audrey Sofianos about the ASO experience. First Presbyterian Preschool does a lot of student experiences with the High Museum of Art, ASO and MODA. FPP may be a good future resource for these events.
 - ii. Call for Quorum to approve the budget-less the audit
 1. Motion to approve was given by Amanda C.
 2. Second by Sandra A.

Meeting adjourned 9:21

Addendum 1 – 11/14/18 General
Meeting Slide Deck

1/22/2019

General PTA Meeting

November 14, 2018

8:15 - 9:15 AM



1

General PTA Meeting Agenda Nov 14, 2018



Co-President Angela Howard Niccole Burton	1 mins	<ul style="list-style-type: none">• Call to Order
Secretary (Proxy)	2 mins	<ul style="list-style-type: none">• Approval of 09/17/18 General PTA Meeting Minutes• Roll Call – Sign-In Sheet
Treasurer Report Brian Conlan Melissa Darrow	20 mins	<ul style="list-style-type: none">• 1st Quarter Financial Review – Brian Conlan, PTA Treasurer• Audit Report – Melissa Darrow, Offsite Business Solutions<ul style="list-style-type: none">◦ 2016-2017 Audit◦ 2017-2018 Audit
Administration Report	10 mins	<ul style="list-style-type: none">• Open Items
VP Enrichment Report Ginger Pursley	7 mins	<ul style="list-style-type: none">• Student Grants Committee• Book Fair• Variety Show – Auditions Logistics and Performance
VP Fundraising Report Amy Edgar	2 mins	<ul style="list-style-type: none">• Halloween Carnival Report
VP Communications Report Allison Castle	2 mins	<ul style="list-style-type: none">• Georgia Tech Basketball Fundraiser – December 9th, 2 PM.
General	5 mins	<ul style="list-style-type: none">• New Business
Adjournment		

2

Minutes Approval and Roll-Call



- 09/17/18 General Meeting Minutes
 - Posted on MES website
 - Hard copies are available at front
 - Motion to approve needed
- Please be sure you have signed in with Alison James for quorum establishment

3

PTA Treasurer Report



4

Aug-Oct 2018 Financial Report



- **Current Balance Sheet**

- Wells Fargo Checking \$188,911
- Wells Fargo Savings \$40,046
- Details on next slides and via hard copy

- **1st Qtr Revenue Highlights**

- Boosterthon - #1 in GA \$161,475
- Halloween Monster Bash \$29,475
- Spirit Wear \$29,425
- Dolphin Donors \$26,250

Aug-Oct 2018

	Actual 2018-2019	Budget 2018-2019	(Under)/Over Budget
TOTAL REVENUE	\$228,828.90	\$207,375.00	\$21,453.90
TOTAL EXPENSES	\$133,468.37	\$183,447.65	-\$49,979.28
YTD Operating Inc/Loss	\$95,360.53	\$23,927.35	

- **2016-2017 and 2017-2018 Audits Submitted**

- **2017 Tax Return Completed**

- **Monthly Bank Reconciliation Statements Created and Recorded**

- **All Financial Reports, Audits and Tax Returns will be posted on MES website**

5

Q1 Financial Report - Revenues



Morningside Elementary School PTA REVENUE Budget vs. Actual August-October 2018			
REVENUE	Actual 2018-2019	Estimated Revenue 2018-2019	(Under)/Over Budget
Fundraising			
Halloween Carnival	\$ 29,425.75	\$ 25,000.00	\$ 4,425.75
Dolphin Donors	\$ 26,250.00	\$ 30,000.00	\$ (3,750.00)
Amazon Rewards	\$ 101.04	\$ 250.00	\$ (148.96)
Spirit Wear	\$ 2,399.00	\$ -	\$ 2,399.00
Boosterthon	\$ 161,475.00	\$ 140,000.00	\$ 21,475.00
Game Night (Braves/Hawks)	\$ 855.00	\$ -	\$ 855.00
Total Fundraising	\$ 220,505.79	\$ 195,250.00	\$ 25,255.79
Other Revenue			
Interest Revenue	\$ 11.66	\$ 25.00	\$ (13.34)
Dine Outs	\$ 1,039.00	\$ 2,000.00	\$ (961.00)
Fresh Harvest	\$ 88.75	\$ 700.00	\$ (611.25)
MES Foundation	\$ 500.00	\$ 500.00	\$ -
Interest Savings	\$ 7.70	\$ -	\$ 7.70
Misc. Revenue	\$ 91.00	\$ 600.00	\$ (509.00)
PTA Membership	\$ 2,785.00	\$ 3,300.00	\$ (515.00)
Symphony Trip	\$ 3,800.00	\$ 5,000.00	\$ (1,200.00)
Total Other Revenue	\$ 8,323.11	\$ 12,125.00	\$ (3,801.89)
TOTAL REVENUE	\$ 228,828.90	\$ 207,375.00	\$ 21,453.90

6

Q1 Financial Report - Expenses

Morningside Elementary School PTA EXPENSES Budget vs. Actual August-October 2018			
	Actual 2018-2019	Budget 2018-2019	(Under)/Over Budget
School-Instructional			
Art Supplies	\$ 159.71	\$ 1,000.00	\$ (840.29)
Music/Instruments	\$ -	\$ 3,775.00	\$ (3,775.00)
PE	\$ 392.20	\$ 1,800.00	\$ (1,407.80)
Teacher Supplies	\$ 6,267.19	\$ 12,000.00	\$ (5,732.81)
Media Center	\$ -	\$ 15,000.00	\$ (15,000.00)
Total Curriculum	\$ 6,819.10	\$ 33,575.00	\$ (26,755.90)
School-Office Administrative			
Front Office	\$ 491.05	\$ 2,000.00	\$ (1,508.95)
Lunchroom	\$ 150.00	\$ 150.00	\$ -
K-Center (including Splash)	\$ -	\$ 2,500.00	\$ (2,500.00)
Total School-Office Admin	\$ 641.05	\$ 4,650.00	\$ (4,008.95)
PTA Administrative			
PTA Presidents Discretionary	\$ 1,270.00	\$ 4,000.00	\$ (2,730.00)
Professional Service Fees (Offsite)	\$ 200.00	\$ 2,400.00	\$ (2,200.00)
Insurance Expense	\$ 875.00	\$ 875.00	\$ -
Bank Fees	\$ 6.00	\$ 480.00	\$ (474.00)
Square Fees	\$ 561.19	\$ 750.00	\$ (188.81)
Intuit Fees	\$ 60.00	\$ 300.00	\$ (240.00)
SWAG Administrative	\$ -	\$ 200.00	\$ (200.00)
Secretary/Treasurer Supplies	\$ -	\$ 200.00	\$ (200.00)
Total PTA Administrative	\$ 2,972.19	\$ 9,205.00	\$ (6,232.81)

PTA Enrichment			
Triathlon Club	\$ 2,374.75	\$ 2,500.00	\$ (125.25)
Cultural Arts	\$ 3,916.00	\$ 7,200.00	\$ (3,284.00)
Cultural Arts/ Chinese Dance	\$ 850.00	\$ 850.00	\$ -
Family Science Night	\$ -	\$ 2,500.00	\$ (2,500.00)
Garden (SWAG)	\$ 4,743.63	\$ 10,000.00	\$ (5,256.37)
Wellness (SWAG)	\$ 315.96	\$ 1,800.00	\$ (1,484.04)
Jr. SWAG	\$ -	\$ 640.00	\$ (640.00)
Sustainability (SWAG)	\$ 96.94	\$ 300.00	\$ (203.06)
Earth Week (SWAG)	\$ -	\$ 350.00	\$ (350.00)
Total Enrichment	\$ 12,297.28	\$ 26,140.00	\$ (13,842.72)
PTA Communications			
Website Hosting and Maintenance	\$ -	\$ 27.90	\$ (27.90)
Digital Dolphin	\$ -	\$ 426.75	\$ (426.75)
Yearbook	\$ -	\$ 300.00	\$ (300.00)
MySchoolAnywhere	\$ 462.15	\$ 498.00	\$ (35.85)
Total PTA Communications	\$ 462.15	\$ 1,252.65	\$ (790.50)
PTA Fundraising			
Boosterthon 2018	\$ 65,921.68	\$ 50,000.00	\$ 15,921.68
Boosterthon 2019	\$ 2,000.00	\$ 2,000.00	\$ -
Halloween Carnival	\$ 10,885.00	\$ 13,000.00	\$ (2,115.00)
Casino Night	\$ 18,212.46	\$ 25,000.00	\$ (6,787.54)
Total Fundraising	\$ 97,019.14	\$ 90,000.00	\$ 7,019.14
PTA Operations			
Signage	\$ 683.27	\$ 1,500.00	\$ (816.73)
CINS Membership	\$ 125.00	\$ 125.00	\$ -
Teacher Appreciation	\$ 1,229.19	\$ 2,000.00	\$ (770.81)
Laminating	\$ -	\$ 1,500.00	\$ (1,500.00)
Transportation - Buses & Carpool	\$ -	\$ 1,000.00	\$ (1,000.00)
Facilities	\$ 10,720.00	\$ 12,000.00	\$ (1,280.00)
MES Foundation	\$ 500.00	\$ 500.00	\$ -
Total Operations	\$ 13,257.46	\$ 18,625.00	\$ (5,367.54)
TOTAL EXPENSES	\$ 133,468.37	\$ 183,447.65	\$ (49,979.28)

7

VP Enrichment Report – Ginger Pursley



- Student Grants Committee
- Book Fair
- Variety Show

8

VP Fundraising Report – Amy Edgar



- Halloween Carnival Report
 - Huge success!
 - Net income of ~\$10,000
 - Date set for 2019 – Oct 26th

9

Thank you for your
participation!

Your PTA Executive Committee



10