



PTA General Membership

May 16, 2018@8:15 am – 9:15am

- I. Call to order at 8:17am
- II. Motion to approve April PTA General Membership meeting notes
 - a. Primary motion to approve April PTA General Membership meeting notes by Kelli Hadfield
 - b. Secondary motion to approve April PTA General Membership meeting notes by Angela Howard
- III. Initiatives for consideration/vote during today's meeting:
 - a. Lobby Guard budget line items.
 - b. Kindergarten annexation playground donation.
 - c. MES PTA to MES PTO alignment to research.
- IV. Treasurer's Report (Appendix A) by Keith Cyr:
 - a. End of Year Report
 - i. Revenue: \$556,474.24 (24.4% over projected)
 - ii. COGS: \$246,537.06 (26% over projected)
 - iii. Gross Profit: \$309,937.18 (23% over projected)
 - iv. Expenses: \$223,890.13* (12% less than projected)
 - v. Net Income: \$ 86,047.05
 - b. Start up cash for next year \$83K
 - c. Board recommends Kindergarten annexation playground allocation of \$6K
 - i. Primary motion to approve \$10K budget allocation for Kindergarten annexation playground donation by Jenny Richman
 - ii. Secondary motion to approve \$10K budget allocation for Kindergarten annexation playground donation by Lisa Olmsted
- V. Executive Nominating Committee Slate by Kristen Holtz:
 - a. Motion to approve 2018/19 Executive Slate by Keri Weinheimer.
 - b. Secondary motion to approve 2018/19 Executive Slate by Jody Bradley
 - i. Co-Presidents: Niccole Burton & Angela Howard
 - ii. Secretary: Donna Early
 - iii. Vice President of Operations: Aisha Stith
 - iv. Vice President of Fundraising: Amy Edgar
 - v. Vice President of Communications: Allison Castle
 - vi. Vice President of Enrichment: Ginger Pursley
 - vii. Vice President of SWAG: Sandra Adams
- VI. Presentation on PTA vs. PTO structure by Niccole Burton
 - a. Primary motion to approve the request to research transitioning MES from a PTA to a PTO by Heidi Muller
 - b. Secondary motion to approve the request to research transitioning MES from a PTA to a PTO by Kristen Holtz

- i. Kristin Holtz volunteers to lead a committee to investigate the transition during the 2018 summer.
- VII. Two new Lobby Guard units will cost ~\$11,500 and requires a 2017/18 budget line item. One unit will go to the Kindergarten annexation and one unit stay at MES.
 - a. Primary motion to approve new 2017/18 budget line item for new Lobby Guard units by Keri Weinheimer.
 - b. Secondary motion to approve new 2017/18 budget line item for new Lobby Guard units by Whitney Davis.
- VIII. Recommendation securing auditor and bookkeeper (independent operators). Non-profit discount on auditing services \$200
 - a. Motion to hire an independent auditor for MES PTA financials by Whitney Davis.
 - b. Secondary motion to hire an independent auditor for MES PTA financials by Kelly Hadfield.
- IX. Vice President of Fundraising Update by Arden Rowland
 - a. End of year carnival planning is process.
 - b. Boosterthon 9/7
 - c. Fundraising BOD updates:
 - i. Spirit Wear Chair: Arden Rowland
 - ii. Yearbook: Jenny R
- X. Vice President of Enrichment by Ginger Pursley
 - a. Enrichment BOD updates:
 - i. Book Fair: Katie & Bonnie
 - ii. Cultural Diversity: Chair still needed
- XI. Motion to adjourn by Keith Cyr at 9:28am

APPENDIX

Appendix A: End of Year Financials

Appendix A



EOY Financials

Hawks Night

- Revenue: \$12,950.00* (69% over projections)
- COGS: \$12,812.48
- Net Income: \$ 137.52

*Reimbursement of \$5 per ticket will be received some time in June from the Atlanta Hawks. Estimated \$815 will be added to revenue.

EOY Financials

Holiday Fund

- Revenue: \$12,600.00
- COGS: \$13,023.40
- Net Income: -\$ 423.40*

*MES PTA absorbed the CC processing fees explaining the loss

EOY Financials

Spirit Wear

- Revenue: \$13,258.99 (82.6% of projection)
- COGS: \$ 8,263.62
- Net Income: \$ 4,995.37

EOY Financials

Talent Show

- Revenue: \$10,629.65 (116% over projections)
- COGS: \$ 6,809.00
- Net Income: \$ 3,820.65

EOY Financials

5th Grade

- Skate Night: \$ 960.00 (86% of projection)
- Haunted House: \$3,065.00 (1% over projection)
- Movie Night: \$1,417.00 (93% of projection)
- Scholarships: \$ 305.00 (not planned)
- Basketball Challenge: \$1,138.00 (127% over projection)
- COGS: \$4,951.97
- Refunds: \$ 167.18
- Expenses: \$ 683.16
- Net Income: \$1,082.69

EOY Financials

Community Partners

- Dolphin Donors: \$33,755.00 (108% over projections)
- Amazon Rewards: \$ 140.77*
- Publix Rewards: \$ 450.92
- Other Income: \$ 1,025.00
- COGS: \$ 3,400.85
- Gross Profit \$31,970.84
- Expenses: \$ 673.48
- Net Income: \$31,297.36

*Rewards programs need to be pushed. This is free and easy money

EOY Financials

SWAG

- Revenue: \$3,140.70 (288% over projection)
- COGS: \$ 103.37
- Jr.: \$ 26.03 (5.6% of projection)
- Snowcones: \$ 203.00 (1.6% of projection)
- Wellness: \$ 612.71 (75% of projection)
- Garden: \$3,376.91 (52% of projection)
- Net Income: -\$1,181.32

EOY Financials

Operations Committee (Expenses)

- Nursing Supplies: \$ 669.10 (133% of projection)
- K Splash: \$ 1,323.28
- Laminating: \$ 959.04 (48% of projection)
- Media Center: \$ 106.62
- MES Staff Food Service: \$ 7,363.63 (85% of projection)
- Breakroom & Hospitality: \$ 296.49
- Bus & Carpool: \$ 793.00 (63% of projection)
- Other: \$ 32.58
- Total Budget \$14,205.29
- Total Expenses \$11,543.74 (81% of projection)

EOY Financials

Enrichment (Expenses)

- Beta Club: \$ 73.43
- Cultural Arts: \$3,350.00 (63% of projection)
- Family Science Night: \$ 336.15 (28% of projection)
- Grants: \$2,096.22 (270% of projection)
- Total Budget \$17,279.73
- Total Expenses \$ 5,855.80 (34% of projection)

Planned and Unplanned Capital Expenditures

- Planned**
 - Art \$20,000 (waiting on complete list)
 - Music \$10,000 (waiting on complete list)
- Unplanned**
 - Technology for K-Annex \$49,401.52
 - 4 Frothtecac Boards/w/stands \$15,716.00
 - 40 Chromebooks \$21,999.20
 - 2 x 30 unit charging carts \$ 1,500.00
 - 4 x 10 unit charging stations \$ 1,607.12
 - Config. Warranty, Licenses \$ 8,679.20
 - Playground Equipment for K-Annex \$6,000-\$8,000
 - Must use APS vendor
 - APS funding seems lacking
 - Equipment is not cheap from this vendor
 - Being pressured to make purchase quickly May 16, 2018

Estimated Startup Cash for 2018-19 School Year

Current Balance:	\$111,931.42
K-Annex Playground:	\$ 8,000.00 (Est)
Art Dept Purchases:	\$ 20,000.00 (Est)
Music Dept Purchases:	\$ 10,000.00 (Est)
Lobby Guard x 3:	\$ 11,500.00 (Est)
Totes for Teachers	\$ 2,500.00 (Est)
Insurance Expense	\$ 725.00
Burgess Expense	\$ 8,232.57
Foundation Tech Reimbursement:	\$ 24,750.76
Estimated Startup Cash (Chk)	\$ 75,724.31*

*Does not include savings


Outstanding Issues

- March checking account reconciliation may have balancing issues after an invoice was created for Highland Diamond.
 - Purpose was to create an invoice so to track payments against a promised donation.
 - \$10,000 Promised
 - \$2,499.99 collected
 - \$7,500.01 remaining balance
 - Past payments/deposits were reapplied to the invoice for tracking back to March
- Received letter from IRS regarding extension
 - IRS was called
 - We are in compliance, and the letter was a formality


Switch to PTO from a PTA (financial perspective)

- Financial Protection
 - A credit card is needed for MES PTA purchases
 - No dispute capability in the modern eCommerce environment with checks
 - Parents are getting rewards from credit card purchases that could go to the PTA (cash rewards)
 - A credit card is needed for software renewals
 - Visa Software (currently using a license granted by PTA Treasurer)
 - Quickbooks Online requires a credit card for software licensing
- Georgia PTA does not allow for co-treasurers or outside firms to conduct bookkeeping.
 - The size of the PTA budget requires an individual or small team to manage
 - Some weeks require 20 hours of bookkeeping, but on average 5-10 hours/week.
- Expense budget overages and approval
 - Under Georgia PTA bylaws any overage in expenditures require board or General PTA approval (even by \$1)

Appendix B: PTA General Membership Meeting Sign-in


PTA General Membership
 May 16, 2018

Name	Signature	PTA #
Keith Cyr	[Signature]	
Lisa Olmsted	[Signature]	
Wendy Kelley	[Signature]	
Whitney DeWitt	[Signature]	
Deanna Hatcher	[Signature]	
Heidi Muller	[Signature]	
Hester Holt	[Signature]	
Sandra Adams	[Signature]	
Dianne Shain	[Signature]	
Arden Rowland	[Signature]	
Aisha Stilt	[Signature]	
Hannah Ream	[Signature]	
Carisa Quinn	[Signature]	
Amber Ackerman	[Signature]	
Nicole Burm	[Signature]	
Allison Gaste	[Signature]	
Anaeta Howard	[Signature]	
Kathy Weinheimer	[Signature]	
Deann Rutherford	[Signature]	
Christa Kenney	[Signature]	
Melody Hunter	[Signature]	
Jodi Bradley	[Signature]	


PTA General Membership
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Name	Signature	PTA #
Kelli Hodfield	[Signature]	
Cara Frattasi	[Signature]	
Jennifer Richman	[Signature]	
Danielle [unclear]	[Signature]	