



Spring Board of Directors Meeting Minutes

March 29, 2019
8:15 AM – 9:15 AM

- I. Call- to Order
 - a. 8:24 AM – Angela Howard, co-president, called the meeting to order.
- II. Welcome
 - a. 8:24 AM – Niccole Burton, co-president, and Angela Howard welcomed and thanked everyone for attending.
- III. Roll Call and Sign-in
 - a. 8:25 AM – Donna Earley, secretary, ensured everyone had signed-in and established quorum (see appendix for sign-in sheet).
- IV. Audit Background Information and Bylaws
 - a. 8:26 – Brenda Hallman, parliamentarian, reviewed the MES PTA bylaws pertinent to the Treasury audit (see relevant slide in the appendix).
 - i. For 2018-2019 the MES PTA used a 3rd party bookkeeper and a 3rd party auditor, Offsite Business Solutions.
 - ii. MES PTA is not allowed to hire a business without the approval of the Board of Directors.
 - iii. Georgia PTA is aware that we have hired a 3rd party auditor and bookkeeper.
 - b. Maria Lyons asked for clarification on what role the treasurer has with respect to a 3rd party bookkeeper.
 - i. Brian Conlan, treasurer, explained that the PTA uses Offsite Business Solutions to keep a monthly Profit and Loss balance sheet and do all accounting. Offsite Business Solutions is the bookkeeper and handles the processing of MES PTA approved expenditures and accounting.
 - ii. Since the PTA is going to keep Offsite Business Solutions as the bookkeeper, we must hire another firm to do the audit since due to a conflict of interest.
 - c. There are 2 proposed auditors: Cyndy Cline and Melissa Christ. Melissa has been the MES PTA treasurer in the past and seems very qualified. Brian Conlan stressed that someone with knowledge of MES PTA mission, events, policies and procedures is a benefit in performing the audit.
 - d. If there are other auditors that anyone has for recommendations, please email Brian Conlan directly.
 - e. **Motion – 8:35 AM – Kerry Weinheimer motioned to continue using an outside audit firm to perform the 2018-2019 audit. Jenny Richman seconded the motion. Vote: Unanimous.**



- f. **Motion – 8:37 AM – Kelli Hadfield motioned to allow Brian Conlan to begin vetting 3rd party audit firms and to have an Executive Committee slate of auditor recommendations to be voted on for Board of Directors approval. Jenny Richman seconded the motion. Vote: Unanimous.**

V. MES PTA Financial Review

- a. 8:39 AM – Brian Conlan reviewed the MES PTA financials. We have had a record year for fundraising. Many purchases have been made for the media center: Chrome cart and 1000 new books to name a few purchases. Musical instruments are coming in for the Arts Department.
- i. Donna Earley asked for clarification on whether the Executive Committee can earmark fund surpluses for special projects following renovations.
1. Yes, this sort of “set aside” is allowed and follows the standard approvals process by the General PTA.
 2. Kat asked about earmarking funds for projects at Inman.
 3. Niccole clarified that the PTA tries to fund projects and purchases that carry forward, however the PTA did a lot for the K-Center outside of purchasing materials (fairy garden, playground, etc.). So, there is precedent for these types of projects.
- ii. 8:44 AM – With respect to a budget surplus, Allison Castle posited the idea of adjusting the costs of some of our events.
1. The PTA has raised a large amount of funds this year, are we charging too much for things. Events like the Halloween Carnival and Casino Night, not everyone can participate. This is something to consider for next year.
- iii. 8:49 AM – Angela Howard and Brian Conlan stated that presenting a locked budget for voting at Back To School night is extremely difficult this early in the year and often needs to be reworked. The PTA often doesn’t have visibility that early in the year for full projects etc.
1. It was proposed that Back To School night operate as more of an information and recruiting session for PTA committees, where the community learns about the different committees and volunteer opportunities. A more mature budget would then be presented for voting the first General PTA meeting of the year as stipulated in the bylaws.
 2. Jenny Richman pointed out that chairs and committee often need to have this occur earlier. Perhaps, we have this type of session Spring the prior year, and the use BTS night to round out the committees and recruit new families.

VI. PTO Transition Update

- a. 8:51 AM – Niccole Burton revisited the need for MES PTA to transition to a PTO organization/structure. Transitioning to a PTO allows us to be a more agile organization and better reflect the needs of our school. Some examples are that we need to have our own private insurance, a 3rd party bookkeeper and a 3rd party auditor.



- i. We must have a strong organization to weather this transition. The year's PTA Executive Committee felt that the PTA might not be in a strong enough position as a unit to move this forward. There was concern that if we are not at our strongest then a new organization might falter.
 - ii. The Executive Committee's recommendation is to postpone the PTA→PTO transition until the organization is on a strong footing.
 - iii. A strategic plan will be left in place for the 2019-2020 Executive Committee, this is available in the MES PTA Google Drive.
- VII. VP and Committee Updates and Recognition
 - a. No updates from VPs/Committees.
 - b. 8:57 AM – Angela Howard thanked all the VPs and committee chairs that raised so much funding for our school and hosted a range of wonderful events.
- VIII. Nominating Committee and 2019-2020 Executive Committee Slate
 - a. 8:59 AM – NomCom Executive Committee slate is full with the exception of the treasurer, it is going to be posted on the front office and then in the Digital Dolphin.
- IX. Administration End of Year Report
 - a. 9:01 AM – Audrey Sofianos presented the administration EOY report.
 - i. Spring break begins next week.
 - ii. There are openings for 2 teachers next year. Have had interviews with great candidates.
 - iii. MES is adding 4 hourly Lunchroom Paras to run the lunchroom and to support teachers with clerical help such as bulletin boards. 29 hour/week jobs with benefits. A great way to contribute and work your kids schedule. \$13.50/hour. 180 days of the school year.
 - 1. MES is adding a recess component to the lunchroom – Once children are done eating and their area is cleaned up, then the kids can go outside. Trying to be creative about how to make the last 10 minute portion of the lunch less disruptive.
 - iv. MES is also adding a Garden/Outdoor Education Para 29 hours/week, \$13.50/hour – This person will work with the K-2 classes and SWAG.
 - v. MES is also going to add 2 hourly instructional positions at the K-Center.
 - vi. MES is adding a paid Media Center assistant– hourly position \$13.50 and 29 hours/week – Circulation is way up, so this person will help with check outs and the book tastings. Will help pull things for the K Center as well.
 - vii. A part-time counselor is coming on board at MES next year.
 - b. These 8 positions were created by restructuring current roles and budget.
 - c. Kindergarten teacher, Becky George, lost her husband this AM, so please reach out to lend support.
- X. Next General Meeting: May 15th, main campus, 8:15 AM. Board of Directors meeting 15 minutes prior at 8:00 AM.
- XI. Adjournment – 9:12 AM



Appendix I – Slide Deck

MES PTA Spring Board of Directors Meeting

March 29, 2019

8:15 - 9:15 AM



Spring BoD Meeting Agenda March 29, 2019



Call to Order and Welcome	<ul style="list-style-type: none"> Angela Howard and Niccole Burton, Co-Presidents 	1 min
Roll Call – Sign-In Sheet	<ul style="list-style-type: none"> Donna Earley, Secretary 	1 min
MES PTA Treasury Audit:	<ul style="list-style-type: none"> Brian Conlan, Treasurer 	20 min
<ul style="list-style-type: none"> Audit Background Information and Pertinent Bylaws PTA Audit Recommendations Board Recommendations (floor) 	<ul style="list-style-type: none"> Angela Howard and Niccole Burton, Co-Presidents 	
New Business	<ul style="list-style-type: none"> Angela Howard and Niccole Burton, Co-Presidents VPs 	10 min
<ul style="list-style-type: none"> PTO Transition Update VP Updates 		
Administration EOY Report	<ul style="list-style-type: none"> Audrey Sofianos 	10 min
Adjournment		



PTA Treasury Account Balances

PTA Checking Account Balance

- **\$187,016.92**

PTA Savings Account Balance

- **\$40,048.42**

SWAG Savings Account Balance

- **\$9,811.10**



2:25 PM
03/08/19
Accrual Basis

Morningside Elementary School PTA Profit & Loss June 2018 through February 2019

	Jan '18 - Feb 19
Income	
3000 - Fundraiser Income	
3002 - Halloween Carnival	12,941.47
3003 - Community Partners	
3003.1 - Dolphin Donors	500.00
3003.2 - Amazon Rewards	38.54
3003 - Community Partners - Other	943.40
Total 3003 - Community Partners	1,481.94
3004 - Spirit Wear	500.00
3007 - Boosterthon	157,362.67
3011 - Interest Revenue	26.34
3012 - Talent Show	5,342.20
3013 - Enrichment Fund Donations	1,007.50
3014 - Yearbook	1,880.00
3016 - Other Revenue	32,094.18
3017 - SWAG	-157.13
3018 - 5th Grade Events	
3018.1 - Basketball Challenge	-109.56
3018 - 5th Grade Events - Other	631.75
Total 3018 - 5th Grade Events	432.19
3020 - Book Fair	15,973.88
3000 - Fundraiser Income - Other	48,330.25
Total 3000 - Fundraiser Income	277,224.59
3100 - PTA Dues	
3010 - PTA Membership	29,157.15
3100 - PTA Dues - Other	37.94
Total 3100 - PTA Dues	29,195.09
3200 - Investments	
3201 - Interest-Savings	0.99
3204 - Interest-Checking	24.42
Total 3200 - Investments	25.41
3300 - Other Types of Income	
3301 - Miscellaneous Revenue	406.13
3305 - Staff & Specials Holiday Fund	3,200.00
3300 - Other Types of Income - Other	8,601.85
Total 3300 - Other Types of Income	13,207.98





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03/08/19
Accrual Basis

Morningside Elementary School PTA
Profit & Loss
June 2018 through February 2019



	Jan '18 - Feb 19
3400 - Misc. Donations	1,250.66
Total Income	320,903.73
Cost of Goods Sold	
4000 - Fundraiser Cost of Services	
4001 - Food & Drink	1,623.81
4002 - Entertainment	425.00
4003 - Event Site Rental	18,562.46
4004 - Prizes	847.08
4006 - Custodial Services	425.00
4007 - Equipment Rental	8,340.64
4008 - Supplies (non food & drink)	1,314.16
4010 - Event Coordinating Contractor	26,043.82
4012 - T-Shirts	4,892.33
4015 - GC Processing Fees	16.57
4000 - Fundraiser Cost of Services - Other	38,782.77
Total 4000 - Fundraiser Cost of Services	104,878.74
Total COGS	104,878.74
Gross Profit	216,024.99
Expense	
5000 - Operations	
Expenses 5100 - PTA	
5150 - Operations Committee	
5150.12 - Triathlon Club	350.00
5150.3 - Media Center	4,604.80
5150.6 - Teacher Appreciation	14,280.45
5150.8 - Volunteers	70.00
5150 - Operations Committee - Other	568.47
Total 5150 - Operations Committee	19,873.72
5204 - SWAG Committee	
5204.4 - Garden Outdoor Classroom	4,223.78
5204 - SWAG Committee - Other	847.45
Total 5204 - SWAG Committee	5,071.24
5207 - Enrichment Committee	
5207.4 - Cultural Arts	4,466.00
5207.5 - Family Science Night	1,127.43
5207.6 - Grants	1,430.33
5207.9 - Visiting Artists	750.00
5207 - Enrichment Committee - Other	9,128.70

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03/08/19
Accrual Basis

Morningside Elementary School PTA
Profit & Loss
June 2018 through February 2019



	Jan '18 - Feb 19
Total 5207 - Enrichment Committee	16,902.46
5100 - PTA - Other	1,121.53
Total 5100 - PTA	42,968.99
5500 - MES	
5501 - Principal Discretionary	1,625.02
5502 - Educational Assistance	
5502.1 - Classroom Supplies	
5502.11 - PE	207.98
5502.12 - Art	943.77
5502.1 - Classroom Supplies - Other	6,476.28
Total 5502.1 - Classroom Supplies	6,684.25
Total 5502 - Educational Assistance	6,684.25
5504 - 5th Grade	
5504.1 - AR/Reward Party	119.48
5505.4 - End of Year Party	294.22
5505.6 - Pet Food	21.51
Total 5504 - 5th Grade	435.21
Total 5500 - MES	11,690.26
5000 - Operations Expenses - Other	895.38
Total 5000 - Operations Expenses	55,554.50
6000 - Administration Expenses	
6100 - PTA	
6101 - Office Supplies	365.35
6101.3 - President	
5106.1 - President Discretionary	49.00
Total 6101.3 - President	49.00
6103 - Professional Services	900.00
6100 - PTA - Other	1,100.00
Total 6100 - PTA	2,414.35
6200 - MES	
6205 - Professional Memberships & Dev	125.00
Total 6200 - MES	125.00
6000 - Administration Expenses - Other	1,275.33



2:25 PM
03/08/19
Accrual Basis

Morningside Elementary School PTA
Profit & Loss
June 2018 through February 2019



	Jan '18 - Feb 19
Total 6000 - Administration Expenses	3,814.68
66010 - Bank Service Charges	-595.00
7000 - Capital Expenditures	
7100 - Facilities Improvements	
7120 - Furniture	199.98
7100 - Facilities Improvements - Other	1,469.23
Total 7100 - Facilities Improvements	1,669.21
7200 - Computers & Technology	10,720.00
Total 7000 - Capital Expenditures	12,389.21
8100 - Bank Fees	
8120 - Square Fees	216.14
8130 - Initial Fees	220.00
8100 - Bank Fees - Other	73.13
Total 8100 - Bank Fees	509.27
Total Expense	71,703.45
Net Income	144,321.54

PTA Audit Guidelines – Section VIII Bylaws



PTA Audit Overview

- **Section 1.** The PTA audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA/PTSA bylaws and budget limitations.

PTA Audit Purpose

- **Section 2.** The purpose of an audit is:
 - a. To certify the accuracy of the books and records of the treasurer; and
 - b. To assure the membership that PTA/PTSA resources/funds are being managed in accordance with the Georgia PTA financial policies and procedures.

PTA Audit Timing

- **Section 3.** An annual audit shall take place at the end of the school year and a copy submitted to the state office by the last business day of September.
- **Section 4.** An auditor or auditing committee of no fewer than three (3) members shall be selected by the Board of Directors no later than two weeks prior to the end of the school year.
- **Section 5.** The annual audit report shall be given to this PTA/PTSA no later than the first general membership meeting of the new school year.



Auditor Recommendations

- **PTA Recommendations**

- Cynthia L Cline Financial Management LLC
1214 Reeder Circle NE
Atlanta GA 30306

- **Board of Directors Recommendations**

- Recommendations from the floor

- **Additional Recommendations**

- Should the BoD have auditor recommendations following this meeting, please contact Brian Conlan - conlanbrc@gmail.com
- Deadline for post-meeting recommendations – April 12th

PTA Auditor Vetting and Vote



- All auditor suggestions will be vetted by the Treasurer/Executive Committee.
- Final auditor recommendations will be made **BEFORE** the May 15th at 8 AM.
 - Please arrive a few minutes early to vote on the auditor as only the Board of Directors can vote.
 - This meeting will be brief.

May 15th Meeting Reminder

MES Main Campus

BoD Meeting – 8:00 AM – 8:15 AM

Vote on PTA Auditor

General Meeting – 8:15 – 9:15 AM

Vote on Executive Committee



New Business



- PTO Transition Update
- VP and Committee Updates and Recognition
- Nominating Committee – 2019/2020 Executive Committee Slate
 - Ready to post in main office
 - All positions are filled except Treasurer
 - Will post slate without this recommendation

Administration Report



- End of Year report and updates.




Your PTA Executive Committee
Thanks You!





Appendix II – Sign-In Sheet



Sign-In Sheet

Spring Board of Directors Meeting
March 29, 2019

1. Donna Earley
2. Nicole Burrin
3. Kathleen McDavid Harrison
4. Linda Adams
5. Janja Richman
6. Alison James
7. Kelli Hadfield
8. Allison Kaszorek
9. Paula Howard
10. Brian Bacon
11. Kemy Veenheimer
12. Ginger Purley
13. Maria Lyons
14. Susan Kagan
15. Jodi Bradley
16. Katie Suma
17. Brian Conlon

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18. Brenda Hallman
19. Audrey Sifanos
20. Lisa Olmsted
21. Kat Collins
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