

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. Brain 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. <u>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.</u>



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.
 - 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.
 - 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.
- 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.
 - 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 personwill 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.
 - 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

Minutes approved at Board of Drectors muting on 8.14.19.

MATTHEW FOX

PTA SECRETARY



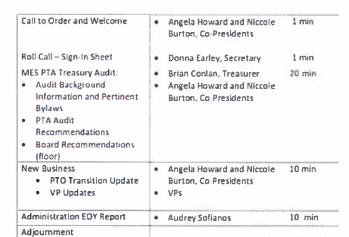
Appendix I – Slide Deck

MES PTA Spring Board of Directors Meeting

March 29, 2019 8:15 - 9:15 AM



Spring BoD Meeting Agenda March 29, 2019







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



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

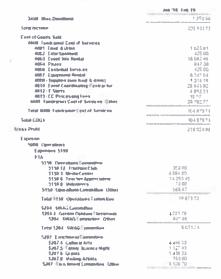
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Morningside Elementary School PTA Profit & Loss June 2018 through February 2019







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EXITE STUBES

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





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 <u>BEFORE</u> 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!









Sign-In Sheet

Spring Board of Directors Meeting March 29, 2019

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