



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

Minutes approved at Board of
Directors meeting on 8.14.19.

A handwritten signature in blue ink, appearing to read 'Matthew Fox'.

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



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"> Audit Background Information and Pertinent Bylaws PTA Audit Recommendations Board Recommendations (floor) 	<ul style="list-style-type: none"> Brian Conlan, Treasurer Angela Howard and Niccole Burton, Co-Presidents 	20 min
New Business <ul style="list-style-type: none"> PTO Transition Update VP Updates 	<ul style="list-style-type: none"> Angela Howard and Niccole Burton, Co-Presidents VPs 	10 min
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**



2:21 PM
RUBEN
Account Open

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

	2018-19 YTD
3000 Expense	
3001 Fight Back for Kids	
3002 Halloween Carnival	12,941.41
3003 Community Fair/Show	
3003.1 Christmas Eve/Show	505.00
3003.2 Art Show/Revenue	18.54
3003.3 Community Fair/Show - Other	943.43
3-60 Math Community Partners	1,441.84
3004 Sport Dinner	420.00
3007 Bereavement	11,282.77
3011 Interest Revenue	26.78
3012 Fund Raiser	2,342.28
3013 Endeavor Fund Donations	4,807.58
3014 Year Book	1,883.00
3016 Other Revenue	32,896.18
3017 SWAG	147.13
3018 501c 3(a) 1 events	
3018.1 Black & Gold Challenge	100.16
3018.2 5th Grade Expense - Other	471.70
Total 3000 Expense	832.39
3020 Bank Fee	17,873.80
3050 Fundraising Expense - Other	48,318.25
Total 3000 Expense	277,229.14
3100 PTA dues	
3101 PTA Membership	28,167.18
3102 PTA Dues - Other	37.61
Total 3100 PTA Dues	28,204.79
3200 Invoicing	
3201 Invoice #1 Revenue	0.90
3202 Invoice #1 Revenue - Other	24.42
Total 3200 Invoicing	25.32
3300 Other Types of Income	
3301 Other Income	478.15
3302	
3303 Gift & Specials Holiday Items	3,200.00
3304 Other Types of Income - Other	9,631.85
Total 3300 Other Types of Income	13,209.90





PTA Morningside Elementary School

2.25 PM
03/08/19
Account Based

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



	Jan 18	Feb 19
3400 Misc Donations		1,270.00
Total Revenue		220,931.72
Cost of Goods Sold		
0000 Total actual Cost of Services		
0001 (Food & Drink)		1,621.81
0002 (Entertainment)		420.00
0003 (Food Int'l Rental)		18,562.45
0004 (Flowers)		867.28
0006 (Catering Services)		420.00
0007 (Equipment Rental)		8,341.63
0008 (Supplies (non Food & Drink))		4,216.19
0010 (Event Coordination) (Event or for)		25,041.82
0012 (T-Shirts)		4,892.33
0015 (CC Print copies) (Event)		10.72
0001 (Transportation Cost of Services) (Other)		28,782.27
Total 0000 Transportation Cost of Services		64,873.14
Total COGS		104,878.76
Netts Profit		219,024.99
Expenses		
1000 (Operations)		
1000 (Operations)		
1100 PTA		
1100 (Operations) (Convention)		
1100 (1) (Transportation)		303.00
1100 (2) (Miscellaneous)		4,084.00
1100 (3) (Travel Expenses)		14,293.45
1100 (4) (Miscellaneous)		73.00
1100 (5) (Miscellaneous) (Other)		568.67
Total 1100 (Operations) (Convention)		19,873.72
1200 (Maintenance)		
1200 (1) (Maintenance) (Maintenance)		4,221.29
1200 (2) (Maintenance) (Other)		847.08
Total 1200 (Maintenance) (Convention)		5,071.74
1300 (Miscellaneous)		
1300 (1) (Miscellaneous)		
1300 (1) (Culture of Arts)		4,446.00
1300 (2) (Family Business Night)		1,721.43
1300 (3) (Grants)		1,440.33
1300 (4) (Miscellaneous)		750.00
1300 (5) (Miscellaneous) (Other)		6,128.70

2.25 PM
03/08/19
Account Based

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



	Jan 18	Feb 19
1400 (Miscellaneous)		
1400 (1) (Miscellaneous) (Convention)		16,902.44
1400 (2) (Miscellaneous) (Other)		1,121.79
Total 1400 (Miscellaneous)		18,024.23
1500 (Miscellaneous)		
1500 (1) (Miscellaneous)		
1500 (1) (Miscellaneous) (Convention)		1,629.62
1500 (2) (Miscellaneous)		
1500 (2) (1) (Miscellaneous)		207.26
1500 (2) (2) (Miscellaneous)		32,177.77
1500 (2) (3) (Miscellaneous) (Other)		8,478.29
Total 1500 (Miscellaneous) (Convention)		9,435.68
Total 1500 (Miscellaneous)		9,435.68
1600 (Miscellaneous)		
1600 (1) (Miscellaneous)		
1600 (1) (Miscellaneous) (Convention)		115.48
1600 (1) (Miscellaneous) (Other)		284.22
1600 (2) (Miscellaneous)		81.51
Total 1600 (Miscellaneous)		481.21
Total 1600 (Miscellaneous)		481.21
1700 (Miscellaneous)		
1700 (1) (Miscellaneous)		
1700 (1) (Miscellaneous) (Convention)		892.78
Total 1700 (Miscellaneous)		892.78
1800 (Miscellaneous)		
1800 (1) (Miscellaneous)		
1800 (1) (Miscellaneous) (Convention)		15,064.19
1800 (2) (Miscellaneous)		
1800 (2) (1) (Miscellaneous)		
1800 (2) (1) (Miscellaneous) (Convention)		360.20
1800 (2) (2) (Miscellaneous)		
1800 (2) (2) (1) (Miscellaneous)		49.20
1800 (2) (2) (2) (Miscellaneous)		
1800 (2) (2) (2) (1) (Miscellaneous)		60.40
1800 (2) (2) (2) (2) (Miscellaneous)		1,121.00
Total 1800 (Miscellaneous)		2,418.20
1900 (Miscellaneous)		
1900 (1) (Miscellaneous)		
1900 (1) (Miscellaneous) (Convention)		125.00
Total 1900 (Miscellaneous)		125.00
2000 (Miscellaneous)		
2000 (1) (Miscellaneous)		
2000 (1) (Miscellaneous) (Convention)		5,278.33



PTA Morningside
Elementary
School

2/21/19
8:10:55
Arrival:None

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

	Jan 18 - Feb 19
Total 0000 Admissions & Fees	3,816.60
4000 Bank Service Charges	255.00
2000 Capital Expenditures	
1100 Invoiced Improvements	199.99
1500 Furniture	1,662.23
1900 Facilities Improvements - Other	
Total 1500 Invoiced Improvements	1,862.22
2200 Contingents & In Benefits	10,702.00
Total 2000 Capital Expenditures	12,564.21
8100 Bank Fees	243.15
8150 School Fees	320.00
8170 Staff Fees - Other	73.11
Total 8100 Bank Fees	636.26
Total Expenses	7,120.45
Net Income	6,696.15



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.





PTA Morningside
Elementary
School

Your PTA Executive Committee
Thanks You!





Sign-in Sheet

Spring Board of Directors Meeting
March 29, 2019

1. *Prana Farley*
2. *Nicole Barron*
3. *Katherine Adams & Harrison*
4. *Janet Adams*
5. *Janet Rimmer*
6. *Russ Jones*
7. *Kelli Watfield*
8. *Quinn Koster*
9. *Angela Howard*
10. *Brian Bacon*
11. *Kenny Weinheimer*
12. *Ginger Purdy*
13. *Maria Lyons*
14. *Susan Kapan*
15. *Sodi Bradley*
16. *Kathie Suma*
17. *Brian Conkm*



18. Brenda Smith
19. Audrey Spencer
20. Lisa Oimsted
21. Kay Collins
22.

23.
24.
25.
26.
27.
28.
29.
30.
31.
32.
33.
34.
35.
36.

