Mission: Partnering with staff and families to create a safe, healthy and inclusive learning environment   
to provide an enjoyable and positive school experience.





Margaret Mead Elementary PTSA  
1725 216th AVE NE, Sammamish, WA 98074  
PTSA Unit 2.8.38  
www.meadptsa.org

Goals: Support the mission statement using:   
effective communication, connecting community, financial support & fiscal responsibility.

**Board of Directors Meeting Minutes**  
**November 7, 2019**

Proper notice of the meeting was given, and a quorum was present.

Call to order by Molly Hylen at 7.28pm.

**President Report: Molly Hylen & Suzy Khendry**

**Secretary: Cassy Patterson**

* Board Minutes Oct 2nd : Approved.

**Treasurers: Candice Murray**

* Budget Review and Treasurer’s Report: The fundraiser did better than expected, and there is $15,800 over our original budget to allocate to grants or other categories. The revised budget that was submitted to the general membership for approval, and approved there, included both requests for funding raised at the meeting and prior adjustments made to reflect changes to income/expenditure of line items as follows:
  + Gingerbread Contest: No available date to host this year so net budget now $0 with $100 becoming available;
  + Ice cream social: Increase in expenditure from $600 to $800 this year;
  + New FACE line item: $300 to cover coffee mornings, decorations etc. ;
  + New Family Events line item: $1,000 to fund family movie nights at the school;
  + Reading support: an increase of $200 to cover additional licenses required;
  + Annual Fundraiser: The net budget (not including matching) was $42,000, above the anticipated $34,000. An additional $600 was incorporated into this line item to cover the cost of latent prizes from the fundraising drive;
  + Matching: The net budget for this was increased from $8,000 to $15,000 (matching was simpler with the donations this year than for the auction);
  + Spirit Wear: The new range was successful and the net budget was increased from $200 to $1,000;
  + The TBD in Miscellaneous related to portables water and should be located under the Hospitality line item now;
  + Box Tops: The net budget was reduced from $1,000 to $500 due to uncertainty caused by individual online redemption;
  + School Supply Rebate: the net budget was increased from $400 to $1,000.
  + Additional non-allocated funds to be moved to the grants line item.
* Charitable Solicitations: has been filed and will expire in October 2020.
* Insurance renewal: due by the end of November.
* Tax Filing: due by November 15th.
* Financial Review Committee (January and July Audit):
  + Anna Lipscomb, Alex Iorik, Irina Koltsova

**Principal/Staff Reps**

* Open house 11/14: Sharon Mason and Cassy Patterson volunteered to make cookies for the special guests (superintendent, city council etc), to be dropped off in the morning. Suzy will deliver coffee by 1pm.
* Mustang Mascot costume: This is required during the assembly (2pm). If anyone is interested in being the Mustang for the occasion, let Molly know.

**Committee Reports:**

**FACE: Liz Moore & Adrienne Oliphant**

* Giving Tree (Dec): FACE will be running this due to the current transition of school counsellor. Requests will be for gift cards to due confidentiality constraints.
* Food Drive: We will be doing pantry packs early next year (Jan/Feb). We had even more volunteers than needed last year, so we will probably have a limit on numbers this year.
* Family Mariners Game: Expected to be mid May.
* Candy for the Troops: We collected and boxed 290lbs of candy and delivered it to the YMCA. They will then transport this to Joint Base Lewis McChord. The donations were so well boxed/weighed that the YMCA are happy to work with us again next year on this.

**Advocacy: Leta Hamilton**

* Legislative Assembly Update: This covers what we focus and advocate on as a state PTA. Ask Leta if you want more detailed information.

**Membership: Ryika Hooshangi & Catherine Tian**

* Teacher memberships: Membership generally has been lower this year and this leads into lower sponsorships. We have 25 open memberships to sponsor PTSA membership for the teachers. However, with 46 classroom teachers and support staff (not including IA, Para, Office staff) this will not cover everyone. It was questioned how to distribute these. It was decided that rather than handing out memberships arbitrarily to certain staff, we will have one more membership drive to see if we can gain enough sponsorships to cover the defecit.
* Boost Membership: Do another advertising campaign explaining how the PTSA contribute to the school to promote interest? Charge (more) for certain events for non PTSA members (e.g. for movie night).

**Volunteer Coordinator: Pauline Cooper**

* New coordinator required: Pauline is stepping down, so the position is now vacant.

**Fundraising: Sharon Mason & Ashley Arrington**

* Family Event: Movie Night Friday 13th Dec. Discussion regarding appropriate amount to charge for entry. $5 per family, possibly $10 per family if not PTSA members?

**Communications: Abi Nubla-Kung & Pooja Deshmukh**

* Passive fundraising promotion: Nov/Dec promote linking all Amazon purchases through Mead website.

**Sustainability: Deborah Halley**

* Nothing new to report.

**Emergency Prep: Antoinette Haynes**

* Nothing new to report.

**Miscellaneous:**

* Career Panels: Leta notified the Board that Eastlake High are looking for volunteers to assist with career panels in mid-November. Leta will forward the email containing further information.

**Calendar**

November

14 – Mead grand opening assembly (day) and community open house 4-7

December

5 – Staff luncheon

5 – “Math Challenge” night 6.30pm Commons

6 – Popcorn Friday

12 – Board meeting 7pm Library

January

9 – Staff luncheon

9 – Board meeting 7pm Library

10 – Popcorn Friday

10 – Reflections Art Show LW Resource Center

28-31 – Used Book Fair

**Adjourn: 7.39pm**