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.

**General Membership Meeting Agenda**
**October 7, 2021**

**Attendance: Abi Nubla-Kung, Ryika Hooshangi, Suzy Khendry, Ali Furtwangler, Ashley Arrington, Ashwini Godbole, Holly Aungst, Paulina, Sharon Mason, Sharon Wu, Daniella Toledo, Catherine, Heather Gibbons, Antoinette Hayes, Valeria, and others (21 participants as of 7:07)** *Quorum met.*

1. **Call to Order – 7:00**
2. **Approval of the Minutes and Standing Rules –** *Sharon Mason made the motion to approve the standing rules and Heather seconded. Took vote. Ayes have it. Motion passed.*
3. **Executive Board Reports**

**President:** Ryika Hooshangi

* Starting the new school year:
	+ Community building and Membership – *continuation of community building but the focus is also on membership; our reach need to happen; would love to get everyone participate as much as possible. We have 225 so far and that’s before our major membership*
	+ Fundraising and Budget – *raised about $45,000 already without corporate matching. We will continue our passive fundraising – the small ones that chairs come up with such as restaurant.*
	+ Volunteer requirements – *if you want to volunteer in the school, you have to have the LW approval as before every two years. As of 10/18 have to have vaccine proof. Have link on FB and MR*
	+ PTSA Website – *outdated website so tirelessly working on updating it. Please be patient with us if you see something that is not current.*
* Mead Stampede Raffle Prize Winners –
* *Sharon Mason raffled off our prizes*
* *Winners are:*
* *VIP Parking – Lucca De Grauwe, Baughman, Grade 1*
* *Game time with Mr. Jamieson – Ahana Saraf, Steiner, Grade 2*
* *Weatherwood Photography - Oliver Brooks, Hanson, K*
* *Life Under the Sun Photography – Andrew Reed, Beaudoin, Grade 1*
* *Horseback Riding – Humberto Lionel Ibarra Balderas, Knott, Grade 1*
* *Music Lesson – Kody Amornvivat, Beuadoin, Grade 1*
* *Sharon - Request that we earmark money like $7,000 for the end of school year activity like each classroom working with clay, not knowing what the end of school year will look like.*

**Vice President:** Abi Nubla-Kung

* Reflections –  *Sweety Saradha to chair. Two contests: theme search and arts contest (6 categories: film, music, dance, literature, photography, visual arts; 3 divisions – K-2, 3-5, Special); submission of VA, photos, literature in box at school in front of Main office; submission for other categories emailed to* *reflections@meadptsa.org**. All submission details, guidelines, rules, entry forms at Mead PTSA website.*

**Secretary:** Leta Hamilton

**Treasurer:** Molly Hylen

* 2021-2022 Budget approval
* *Read from Molly’s notes: 2021-22 Budget. This was voted on and approved in May. Generally, we vote again to approve at our first meeting, unless we have changes to be made.*
* *Ryika went over the budget quickly.*
	+ Amendments
* *Motion to amend the budget (could be done before voting on the budget). We purchased Stampede T-shirts for $2,571. We have a membership incentive line item we planned to purchase shirts from. In addition, corporate sponsors donated money to help offset the costs of the T-shirts. $1300 was brought in from corporate sponsors. I move that we add $1,300 to the "annual Fundraiser" line-item expense (changing it from $5,000 to $6,300). The T-shirts will be the paid for from the Membership incentive and Fall fundraiser expense line items. Question from Suzy about clarification. Abi responded to clarify.*
	+ *Sharon – want to take some of the money we made this year and put it in an end-of year thank you celebration whether that’s a carnival or if we’re limited by Covid, then it can be having every classroom be given supplies to work with clay, etc. Where will this money come from? Suzy suggested consolidating spring social and community gathering budgets. Other options is to take from cash reserves. Couldn’t decide on name of line item so Sharon will talk to Molly and we will vote on this again in the January GMM.*
	+ *Suzy – proposed that we add a $500 line item for DEI for flyers, events, etc. for the year.*
	+ *Suzy – proposed taking out the Popcorn line item for the year since we won’t be doing it anymore.*
	+ *Abi made a motion for amending budget about the T-shirts. Sharon seconded. Motion passed with no further comment or opposition.*
	+ *Suzy made a motion to amend budget for the DEI. Heather Gibbons seconded. Voted with no opposition or comments. Motion for amendment to budget passed.*
	+ *Suzy made a motion to delete popcorn line item. Ali seconded. Voted with no opposition or comments. Motion for amendment to budget passed.*
	+ *Ali Furtwangler made a motion to pass the proposed budget with new amendments. Suzy seconded. Motion passed with no opposition or comments.*
* Mid-Year Financial Audit
* *Abi read from Molly’s notes: Treasurer's reply: Overall the audit report looks good. There are a few minor issues we have resolved or we feel are satisfactory due to previous board discussions. First, the checks over a year outstanding have been removed from our accounting software. The checks have been voided. They should not show up on future audits. Next, there are some expenditures for which we do not create reimbursement requests or deposit slip. They are auto-withdrawal/deposit items (membership, bank fees, amazon smile, Kroger rebate).  These were set up and agreed upon at board meetings and were recorded in the minutes.  The board was comfortable with the auto-withdrawal and deposits from these institutions. Next, there were a couple of minor addition issues in which checks were written for a few cents more or less than receipt proof was provided. The treasurer will work to double check each reimbursement request addition and receipt to be sure every reimbursement is added properly in the future. Finally, there is an issue with the credit card processing timeline. For example, if a purchase is made on MeadPTSA.org on the last business day of the month, after hours the purchase will not be accounted for on that month's reconciliation. It will roll over to the next month. This means there may be transactions on Meadptsa.org in one month that do not show up on our accounting for that month. Unfortunately, we cannot figure out a way to correct this. It is something we are aware of, but unfortunately can't fix. The Mead PTSA would like to thank Mitchell Almaguer-Bay, Denny Kung and Bahar Wadia for conducting our audit. They spent many hours insuring everything was accounted for properly, and we are grateful for that.*
* Reconciliation
* *Abi read Molly’s reply: The statement just came out online 10/4 and it's HUGE. It's going to take a few hours to get everything updated. We'll present it at the next meeting. (In general if meetings are before about the 10th of the month it's pretty hard to get the report done on time unless it's a really light month).*
* Charitable Sollicitations, Insurance Renewal and Tax filing
* *Ryika updated from Molly: charitable solicitations have been renewed and paid; insurance will be paid in December and tax filing will happen in November*
1. **Principal/Staff Update –** *Sandy -**thanks for Mead funrun. Teacher shortage and sub shortage throughout the district. IAs, paras, etc. Ryika response: Put out a call in FB.*
2. **Adjourn at 7:53.**

**Next General Membership Meeting-- January 13, 2021 at 7:00pm**

**Calendar of Events (Tentative)**

* Oct. 26: Pumpkin decorating competition
* Oct. 26, 27: Picture Day (Individual Photos)
* Nov. 18: Board Meeting
* Dec. 16: Gingerbread House Decorating
* Jan. 13: Board Meeting and General Membership Meeting
* Jan 20: BINGO/Game Night 6:30pm
* Jan 24-28: Used Book Fair
* Feb. 3: Board Meeting
* Feb. 10: Spelling Bee 6:30pm
* Spring TBD: Science Night
* March 3: Board Meeting
* March 24: International Night 6:30pm
* April 21: Board Meeting
* May 2-6: Teacher Appreciation Week
* May 12: Board Meeting and General Membership Meeting
* May 19: Spring Community Gathering (former Spring BBQ)
* June 2: Board Meeting
* June 17: Last Day of School

\*\*Glow Dance Party; Spring Social (formerly Dudes & Donuts)---TBD