



## SHPTA General Membership Meeting Minutes, October 2022

Date: October 11<sup>th</sup>, 2022 @ 6:30 PM

Location: Virtual

### 6:35 PM Call to Order – Eve Yen

- In attendance - Alissa Pires, Brandi Francisco, Caitlin Stone, Cassie Fellingner, Dayle Walters, Elizabeth Cronin, Eve Yen, Isaac Yuen, Jackson Chen, Janet Kelly, Jessica Schwerkler, Julie Schaar, Julie Word, Katherine Sullivan, Keith Neal, Lauren Stephenson, Matt Worley, Michelle Mansolino, Morgan Dye, Petra Van Malderen, Rachelle Levijarvi, Sandra Ozer, Sarah Chow, Sharada Hosur, Shilpa Schuettenhelm, Suzanne Siebert, Tim Baynes, Tommy Yau, Vanessa Chin
- Proper notice was given and quorum present.

### 6:35 PM President's Report – Eve Yen and Shilpa Schuettenhelm

- PTA Overview - Who we are, How meetings go, Why we need you
- Reviewed SHPTA Mission and Goals
  - **Motion by Petra Van Malderen:**
    - **Motion that we approve the Theme, Mission, and Goals for the 2022-2023 school year as presented.**
      - **Vote: 24 in favor/ 0 opposed/ 0 abstained**
      - **Motion carries and is approved.**
- Standing Rules presented with proposed changes. Changes were reviewed with the General Membership.
  - **Motion by Tim Baynes:**
    - **Motion that we approve the changes to the 2022-2023 Standing Rules as presented.**
      - **Vote: 24 in favor/ 0 opposed/ 0 abstained**
      - **Motion carries and is approved.**
- Fundraising Update and Upcoming Programs
  - Orange Ruler Success! - Raised \$60,000 includes corporate matching.
  - We will not be doing any fundraisers for the rest of the school year, except for keeping passive fundraising via Amazon and Fred Meyer.
- Upcoming Events
  - Scholastic Book Fair, 10/12/22 - 10/14/22
  - WA State PTA Legislative Assembly, 10/15/22 - 10/16/22
  - Reflections art submissions due 10/17/22
  - Cultural Night, 10/25/22 5:30 PM - 7:30 PM
  - After School Movie, 11/16/22
  - Bingo & Brownies, 12/6/22
  - Math Challenge Registration Deadline, 11/28/22

### 6:56 PM Vice President's Report – Lauren Stephenson

- Elect Nominating Committee - SHPTA Vice President, Lauren Stephenson, read and outlined WSPTA Uniform Bylaws (Article 5, Local PTAs and Councils, Section 5A) regarding the election of the Nominating Committee and asked for nominations (whether it be self-nomination or by another PTA member). Lauren Stephenson, Vanessa Chin, and Alissa Pires self-nominated. There were no other nominations and a voice vote was held. Lauren Stephenson, Vanessa Chin, and Alissa Pires were unanimously elected to serve on the 2022-2023 Nominating Committee by voice vote. President Eve declared the nominations closed.
  - **Motion by Julie Schaar:**
    - **Motion to approve Lauren Stephenson, Vanessa Chin, and Alissa Pires to serve on the 2022-2023 Nominating Committee.**
      - **Vote: 23 in favor/ 0 opposed/ 0 abstained**
      - **Motion carries and is approved.**

### 7:05 PM Secretary's Report – Vanessa Chin

- June 9, 2022 General Membership Meeting (GMM) Minutes approved as presented.

### 7:06 PM Treasurer's Report – Tommy Yau

- Annual Treasurer's Report for 2021-2022
  - Fundraising efforts raised \$54K net, total income of \$70K
  - Majority of budget (\$57K) spent on the students, teachers, and staff appreciation
    - Spent over \$10K on teacher/staff support (classroom supplies) and staff appreciation
    - Spent over \$9K on Art Curriculum
  - Budget was spent on big events such as art curriculum classes, live events (e.g. STEM Fair, Year End Celebration), and community outreach with funding/standing up Cedar Trails Art Curriculum (1 time \$5K assistance).
  - **The Annual Treasurer's Report for 2021 - 2022 is approved as presented.**
- Year End Financial Review - Sharada Hosur
  - A year-end financial review was conducted on July 26, 2022. This review covered the period of 1/1/22 - 6/30/22.
    - Bank accounts were reconciled in a timely manner.
    - Bank statements were reviewed by a non-signing Board member (Sharada Hosur, Vanessa Chin, Tommy Yau) for each month.
    - Receipts were issued only if requested.
  - Overall, the financial records were found to be very organized, easy to follow, and in exceptional order. There was one recommendation made by the committee as follows:
    - Ensure that all board members review the operating budget prior to incurring the expenses. This would ensure all expenses have been approved beforehand.
  - **The Year End Financial Review is approved as presented.**
- Monthly Financial Review
  - No income and expenses in July and August 2022
  - For September 2022, our school started with income from PTA memberships, gift a book, and Orange Ruler (\$6K). Our Art Program kicked off and spent around \$5K.
  - **The Monthly Financial Review is approved as presented.**
- 2022 - 2023 Budget
  - The following changes to the 2022-2023 Budget that were approved by the PTA Board:
    - PTA Events - Fall, Winter, Spring Events Name Change
      - Back to School Treats - Expenses increased \$50

- Bingo and Brownies - Expenses increased \$300
- Popcorn - Expenses decreased \$300
- Year End Celebration - Expenses decreased \$50
- Corporate Matching
  - Increased from \$4K to \$8K
- Active Fundraising
  - After School Movies - Income decreased \$750
  - Mustang Spiritwear - Income increased \$600
  - Fall fundraising income increased from \$30K to \$47K
  - Canceled Fill the Truck (income \$600, expenses \$100) and Spring Fundraiser (income \$2K, expenses \$1K)
- Passive Fundraising - Canceled Dining for Dollars and Catalog Sales
  - Dining for Dollars - Income decreased from \$750 to \$0
  - Catalog Sales - Income decreased from \$200 to \$0
- Teacher Support and Specialist/Office Support
  - Teacher and specialist names were updated to align with the latest roster. Interim budget used prior year ending roster.
- Curriculum Enrichment
  - Enrichment Grants budget increased from \$10K to \$20K
  - Gift a Book - Income increased to \$1,920, expenses increased \$1,945.01
- Community Outreach
  - Holiday Gift Giving - Expenses decreased \$50
  - Thanksgiving Food Drive - Expenses increased \$25
- **Motion by Lauren Stephenson:**
  - **Motion that we approve the 2022-2023 Operating Budget as presented.**
    - **Vote: 21 in favor/ 0 opposed/ 0 abstained**
    - **Motion carries and is approved.**

#### **7:35 PM Principal's Report - Tim Baynes**

- Theme for this school year for the PTA and School are aligned as the foundation, cause, and common philosophy: We all belong here (Sunny Hills) and Our Voices, Our Stories, Our Community (SHPTA).
- Kindergarten playdates set the year off to a great start with building community at school. Back in school and following normal lunch and recess patterns, this year feels entirely different. Staff feel really good with doing what we're really good at doing.
- Volunteer in Art Class with Ms. Sullivan and Ms. Pires, who are dedicated to teaching kids two days a week for the school year. We are respecting different cultures and backgrounds in an intentional way.
- Partnering with Playworks - Playworks train teachers, paraprofessionals, and become part of the school team on a sixth month model (January - June 2023). This partnership and model will teach kids how to play and social emotional skills with problem solving and opportunities arise from recess. Playworks provides coaching through social settings and skills.
- Book Fair and Cultural Night events coming up.
- President Eve communicated a reminder that PTA membership is an annual membership and to join every year.

#### **7:48 PM Member Questions - Open Forum - No questions asked**

#### **7:51 PM Meeting Adjourned**

**Submitted by: Vanessa Chin, SHPTA Secretary 2022/2023**