

McKenzie PTA Executive Board Meeting Minutes
December 6, 2016 - Final

Attendees:

Christi Harrison – President
Lynsy Jacobs - iGNITE Assistant
Tami Teppo - VP, iGNITE
Colleen Shinnars - VP, Communications
Michele Epps – Secretary
Louisa Kunzler - VP, Room Parents
MaryAnne O’Keefe - Secretary Assistant
Denise Schneider – Assistant Treasurer
Amy Gelwix – VP, Community Outreach
Jennifer Tan – President Elect
Casey Brown - Fundraising Assistant
Kristal Neuenschwander - Parliamentarian
Michele Coffey - Room Parents Assistant
Amy Weir - Community Relations Assistant
Dr. Denise Welter - Principal
Courtney Radde - Communications Assistant
Elizabeth Jensen – Treasurer
Dori Boneck - VP, Fundraising

- I. Welcome – Christi Harrison
 - Christi called the meeting to order at 10:21am.
 - Approval of November Executive Board meeting minutes - motion was made to approve the minutes; motion was seconded and approved.

- II. Programs/Event Reports and Follow Up/Next Steps - All

President – Christi Harrison

- School Pictures - This year with a new vendor, we learned a few things about how to simplify coordinating the school pictures. The school principal will choose the vendor (as is the case in other schools), and the VP Room Parents & individual room parents will gather volunteers (1 per grade level) for picture days using a sign-up genius. Dr. Welter also said Cady is very dedicated to addressing any concerns and will also offer a perk next year of coming to take candid photos at one school event (chosen by the next Principal)

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)

- November receipts were \$3,768.09; disbursements were \$8,123.92. Ending book balance \$164,230.77.
- iGNITE Status - just received a \$1500 donation. we are now at xx% participation, with total donations of \$37,355
- Read-a-thon money will be coming in soon - \$8203 so far, with a little more coming in this week.
- Membership Status Report - currently at 286 members

Secretary – Michele Epps/MaryAnne O’Keefe

- Nominating Committee Update – ballots will go out for voting today or tomorrow. Votes will be tallied by December 15 and results will be communicated by December 16.

President Elect – Jen Tan

- Chair Recruitment update - some of the current chairs for Fall Frenzy and Book Fair have already committed to chair the same events next year. Will be asking current chairs as their events finish if they would be willing to chair again next year. Recruitment for all open chairs will get going after the holiday break.
- October 23rd will be the first day of next year’s Book Fair
- October 13th will be next year’s Fall Frenzy date

iGNITE – Tami Teppo/Lynsy Jacobs

- iGNITE update - in January, 4th grade has Ben Franklin History for Kids; Kindergarten has Mad Science. February will have a lot of iGNITE events. March will be quieter due to PARCC testing and Variety Show.
- Fine Arts has just re-launched in classrooms.
- STEM night was a big success; filled up and had a waiting list. Dr. Welter encouraged us to consider a Math Night in the future. We have money available for another night.

Fundraising – Dori Boneck/Casey Brown

- Parent Party - we have a wonderful variety of sign-up parties and some great raffle items. Planning is going well, and we’re expecting a fun and successful event.
- Variety Show - sign-up form closes tomorrow; so far 90 parents are participating. Will send a final email reminder for any parents who still want to sign up.

Community Building – Amy Gelwix/Amy Weir

- School Play - tonight in McKenzie Auditorium. Doors open at 6:20. Next year the play will happen before the 2nd grade music show so we don’t have conflicts with the stage setup. It had to be later this year due to the change in vendor.
- Sharing Committee update - Share the Feast - donated \$2500 in gift cards using Charging for Cheetahs. Share the Joy toy drive - donated 175 gifts. 16 families volunteered their time at the Shop & Wrap event last weekend at Carman Buckner.

- Open Gym Nights begin in January

Communications – Colleen Shinnors/Courtney Radde

- Monitor/Email Blasts/Website updates - working on gathering photos and getting updates on website and into parent communications regarding programs like Stem Night and other PTA events.
- Junior Great Books - books have been ordered and should be delivered soon; every child who signed up will get to participate. Need to remember next year that students who sign up need to pay a fee to cover expenses for it.

Principal - Dr. Welter

- Mrs. Alfaro is going out on maternity leave. Her replacement started this week.
- The district is currently searching for Dr. Welter's replacement with a goal of announcing the replacement at the end-of-February board meeting.
- Learning Commons - will have sketches available to display in the lobby soon. Design choices like carpet and wall colors have been made. The setup will include a green-screen room, a small stage studio area (with curtains to wrap around it), three student meeting rooms.

III. Conclusion/Next Steps

- Exec Board Meeting, January 10, 9:15-11:15am, Purple Conference Room
- General Board Meeting, January 17, 9:20-10:30am, Cafeteria
- Meeting was adjourned at 11:20am

EXHIBIT 1

**Monthly Financial Report
McKenzie PTA, Wilmette, IL
11.1.16 to 11.30.16**

McKenzie PTA Account	
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Beginning Book Balance 11.1.16	168,538.46
Voided check from a previous period	48.14
Adjusted Beginning Book Balance 11.1.16	168,586.60

Receipts

Junior Great Books	765.00
Share the Feast	1,975.00
Ignite campaign	125.00
Birthday books	310.00
GL Scrip - Charging for Cheetahs	137.00
Interest	14.19
Spiritwear	247.15
PTA Membership	129.50
Green	65.25
TOTAL	3,768.09

Disbursements

Enrichment Grade Expenses	-2,365.49
Bus Fees	-910.80
Enrichment Evening - STEAM	-658.35
Fine Arts	-1,282.15
Power up to Play - Fun Run (2016)	-48.14
Sharing	-48.00
Fall Frenzy	-810.00
Movie Fun Nights	-100.00
Bank Charge - Paypal Fees	-91.94
Accountant's Fees	-1,100.00
Mckenzie PTA Membership - Directory App	-566.00
Teacher Appreciation Activities	-2.15
Staff Reimbursement	-140.90
TOTAL	-8,123.92

Ending Book Balance 11.30.16	164,230.77
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Ending Bank Balance 11.30.16	\$ 166,757.22
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Elizabeth Jensen, Treasurer
Submitted for Audit Committee: 12/1/16