

McKenzie PTA Executive Board Meeting Minutes
February 14, 2017 - FINAL

Attendees:

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

- I. Welcome – Christi Harrison
 - Christi called the meeting to order at 9:21am.
 - Approval of January 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

- We still have 10 sign-up parties with space available. We’ll send reminders via Monitor and Facebook about a week prior in case people want to sign up.
- The district wants to have someone come and water the gardens during the summer and is asking for \$150 from each school’s PTA. DECISION: Motion was made to approve paying \$150 for summer watering; motion was seconded and approved.
- AtoZ PTA directory - the company who makes them has proposed incorporating advertising into our directory in return for free directories. There would be a lot of considerations in order to do this, and per Dr. Welter, this would need to be approved at the district level. Christi will take the feedback back to the President’s Council.

Treasurer – Elizabeth Jensen/Denise Schneider

- Monthly Financial Report (see Exhibit 1)
 - January receipts were \$1,133.89; disbursements were \$18,652.27. Ending book balance \$150,343.53.\
- Parent Party grossed \$56,298. After party and ClickBid expenses, the amount given to school to begin purchasing for Learning Commons was \$44,734.72, but more money is continuing to come in from ClickBid.
- We incorporated the PTA last week.

President Elect – Jen Tan

- All-inclusive teacher gift donations. Inquired about what other schools are doing. Central suggested requesting a \$40 per student contribution, which enabled their school to give \$200 per teacher at holidays, \$200 per teacher at end of year, and \$100 at holidays for all other staff. DECISIONS: (1) Motion was made to approve changing our fundraising method to collect donations at a school level; motion was seconded and approved. (2) Motion was made to approve changing from 2 room parents per class to 1 room parent per class since we will no longer be collecting money at a classroom level; motion was seconded and approved.
- Date of School Pictures with later school start date - will be pushed back and will need to determine the date later. Cady Pictures has decided to leave the midwest market and has sold our contract to HR Imaging. Denise Welter is meeting with them soon as well as other potential photographers to determine who we'll use next year.

Secretary – Michele Epps/MaryAnne O'Keefe

- Nominating Committee Update – All positions have been filled except Assistant Treasurer and Assistant Secretary. The committee is continuing to meet and talk with candidates for these positions.

Room Parents - Louisa Kunzler/Michele Coffey

- Bucket of Love collected 54 gift cards totaling \$650 in value. We sent 20 of these to Carman Buckner and are currently raffling off the rest to McKenzie teachers and staff. This was a lower number than last year, but it makes sense given the parent party and fundraising for Learning Commons.
- Cafeteria and Library could still use more volunteers.

Parliamentarian – Kristal Neuenschwaner

- Bylaws - currently making her way through the bylaws. Planning on getting them out to the exec board and on PTA website in March.

iGNITE – Lynsy Jacobs

- iGNITE update - Historical Perspectives gave an Abe Lincoln presentation to 2nd and 3rd grades. Polar Explorers program took place as well. Later this week 4th grade will have a High Touch - High-tech Magnets program.

Fundraising – Dori Boneck

- Parent Party - got feedback from Jamie Dennis. Suggested that the next person who chairs it should have a sit-down meeting with appropriate members of Exec board and any party assistant chairs to discuss expectations and assign responsibilities. Need to decide if we will have a parent party next year and whether it will have a fundraising element to it or not.
- Variety Show - six weeks into practicing. First Saturday practice is February 25. Shows begin the week of March 13. All ads for programs must be in by February 20.
- Next Movie Fun Night - February 24. Movie is Wall-E.

Community Building – Amy Gelwix/Amy Weir

- Open Gym Nights - have been well attended.
- Fourth Grade Farewell - Deanna Goldman is chairing. More info will be coming soon.
- Girls on the Run - starting up the week of March 13.

Webmaster - Janet Langdon

- 4th grade ad sales are on website. Due by February 20. Dr. Welter will send an email to 4th grade parents.
- Variety show tickets go on sale tomorrow

Principal - Dr. Welter

- Next week will give a State of the School presentation at the General PTA meeting
- Dr. Welter's replacement - final interviews for last 2 candidates held last week. Next principal will be announced at February D39 board meeting.

III. Conclusion/Next Steps

- General Board Meeting, February 21, 9:20-10:15am, Cafeteria
- Exec Board Meeting, March 7, 9:15-11:15am, Purple Conference Room
- Meeting was adjourned at 10:40am

EXHIBIT 1

Monthly Financial Report
McKenzie PTA, Wilmette, IL
1.1.17 to 1.31.17

McKenzie PTA Account

Beginning Book Balance 1.1.17 **167,861.91**

Receipts

Box tops for Education	420.70
GL Scrip - Charging for Cheetahs	124.00
Ignite	375.00
Parent Party	200.00
Interest	14.19
TOTAL	1,133.89

Disbursements

Enrichment Grade Expenses	-5,615.31
Junior Great Books	-872.37
Book Fair	-2,665.46
Learning Commons Read-a-Thon 16/17	-5,586.80
Parent Party	-3,542.31
Office Supplies Exec Board	-115.97
IL PTA Dues	-4.25
Staff Reimbursement	-249.80
TOTAL	-18,652.27

Ending Book Balance 1.31.17 **150,343.53**

Ending Bank Balance 1.31.17 \$ **151,656.23**

Elizabeth Jensen, Treasurer

Submitted for Audit Committee: 2/1/17