

**McKenzie PTA Executive Board Meeting Minutes**  
**March 14, 2017 - FINAL**

**Attendees:**

Christi Harrison – President  
Michele Epps – Secretary  
Tami Teppo - VP, iGNITE  
Casey Brown - Fundraising Assistant  
Dr. Denise Welter - Principal  
Amy Weir - Community Relations Assistant  
Kristal Neuenschwander - Parliamentarian  
Dori Boneck - VP, Fundraising  
Lynsy Jacobs - iGNITE Assistant  
MaryAnne O’Keefe - Secretary Assistant  
Colleen Shinnors - VP, Communications  
Janet Langdon - Webmaster  
Elizabeth Jensen – Treasurer  
Courtney Radde - Communications Assistant  
Michele Coffey - Room Parents Assistant

- I. Welcome – Christi Harrison
  - Christi called the meeting to order at 9:22am.
  - Approval of February 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

- Destination Imagination went well this year & one of our teams will be going to the state competition.

Treasurer – Elizabeth Jensen

- Monthly Financial Report (see Exhibit 1)
  - February receipts were \$70,339.34; disbursements were \$53,521.71. Ending book balance \$167,161.16
- All exec board members should please remind their committee chairs to get feedback to Denise regarding next year’s budget.

President Elect – Jen Tan

- Has several positions she’s still trying to fill. Christi will send the list of open positions to the Exec Board, so we can help find candidates.

Secretary – Michele Epps/MaryAnne O’Keefe

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

#### iGNITE – Tami Teppo/Lynsy Jacobs

- iGNITE update - programming is continuing and going well. 4th grade High Touch - High-tech Magnets program did not meet teacher expectations, but the vendor has taken responsibility for rectifying the situation.
- GeoSphere - have been discussing doing this as an iGNITE program with the Environmental Awareness group during Earth Week, but the teachers are more interested in other programs that more closely align with curriculum.
- Civics & Safety - For next year's committee chairs, 1 person could do all of Civics & Safety + Bike Safety. 4th Grade bike safety will be April 19 during gym. 4th Grade Bike to Highcrest will be May 10th. 2nd grade bike safety will be May 22.

#### Fundraising – Dori Boneck

- Variety Show - show week is this week. Alumni night show was successful last night. There are 97 seats still available for sale during the week.
- Book Fair money has been used to purchase books, furniture, etc. for the Learning Commons. Most of the items have already arrived.

#### Community Building – Amy Weir

- Save the Date will be going out soon for the Power Up To Play Fun Run
- Fourth Grade Farewell - Deanna Goldman is chairing. More info will be coming soon. Dr. Welter asked to remind Deanna to work with our nurse on the menu.

#### Parliamentarian – Kristal Neuenschwaner

- Bylaws - has updated the bylaws working with the state PTA. Bylaws changes that were driven by the state PTA bylaw changes are the purposes of PTA. Additional changes include the recent incorporation of our PTA as well as exec board position description changes.

#### Principal - Dr. Welter

- Picture Day - we will be using HR Imaging, the company that assumed our contract that we had with Cady Pictures. 9/19 retakes 10/26. Indoor pictures this year. All 4 elementary schools are going with the same vendor.

### III. Conclusion/Next Steps

- No March General Board Meeting
- April 9 - Meet New Principal 9am-9:45am in the Library (please limit all food to nut & dairy-free), Exec Board Meeting following at 10am in Purple Conference Room
- April General Board Meeting, April 18, 9:15am, Cafeteria (Highcrest Presentation)
- Meeting was adjourned at 10:05am

# EXHIBIT 1

**Monthly Financial Report  
McKenzie PTA, Wilmette, IL  
2.1.17 to 2.28.17**

**McKenzie PTA Account**

<b>Beginning Book Balance 2.1.17</b>	<b>150,343.53</b>
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**Receipts**

Birthday books	425.00
GL Scrip - Charging for Cheetahs	48.40
Movie Fun Night	310.00
Parent Party	54,396.61
Variety Show	
Fourth Grade Ads	1,500.44
DVD	20.00
Personal Ads	340.44
Ticket Sales	12,060.00
Tshirts	845.00
Interest	13.45
PTA membership	25.00
Staff Appreciation - Buckets of Love Gift Cards	355.00
<b>TOTAL</b>	<b>70,339.34</b>

**Disbursements**

Enrichment Grade Expenses	-780.98
Birthday Books	-1,986.75
Movie Fun Night	-100.00
Parent Party	-45,253.24
Variety Show	
Props and Sets	-1,953.01
Supplies	-733.84
Tshirts	-1,088.62
Paypal fees	-464.62
Charitable Trust Bureau	-260.00
PTA membership dues	-4.25
Teacher Appreciation Activities	-653.37
Staff Reimbursement	-243.03
<b>TOTAL</b>	<b>-53,521.71</b>

<b>Ending Book Balance 2.28.17</b>	<b>167,161.16</b>
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Ending Bank Balance 2.28.17	\$ 170,704.87
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Elizabeth Jensen, Treasurer  
Submitted for Audit Committee: 3/1/17