

**McKenzie PTA**  
**Executive Board Meeting Minutes-Final**  
October 6, 2015

**Attendees:**

Dr. Denise Welter-Principal  
Rebecca Lieber – President  
Christi Harrison – President Elect  
Christine Peterson – Secretary  
Sarah Fox – Treasurer  
Robyn Schaefer-VP, Enrichment  
Kristin Bowie – VP, Fundraising  
Kim Peters – VP, Communications  
Amanda Doblin – VP, Room Parents  
Emily Spectre – Parliamentarian  
Amy Gelwix – VP, Community Outreach  
Elizabeth Jensen – Treasurer Elect  
Janet Langdon- Webmaster  
Tami Teppo- Enrichment Assistant  
Colleen Shinnors- Communications Assistant  
Michele Epps – Assistant Secretary

- I. Welcome – Rebecca
- 9:19 Rebecca called the meeting to order
  - Approval of September Executive Board Meeting Minutes: Motion to approve September minutes was made, seconded, and approved unanimously.

II. Programs/Events Reports and Follow Up/Next Steps

Treasurer – Sarah Fox/Elizabeth Jensen

- Monthly Financial Report (see attached Exhibit 1)
  - Big month of receipts with first day of the Book Fair, iGNITE, and Ice Cream Social
    - Spirit wear sales consisted of pre-purchased items sold at Ice Cream Social
- iGNITE update – financial/reporting (see attached Exhibit 2)
  - Almost one month of fundraising
  - More donations via Paypal than Backpack Express
  - 26% of family and student population have participated
  - Participation is even throughout the grade levels
  - It was clarified that the 60% participation goal is to cover the majority of 2015-2016 enrichment expenses
  - 46% of goal in total contributions
  - Discussion of how to continue to educate the community about iGNITE
    - The group discussed the history of fundraising and what percentage of participants really equal the total dollars raised. Participation is typically more like 25% of the population at the Benefit.

**Monthly Financial Report**  
**McKenzie PTA, Wilmette, IL**  
**9.1.15 to 9.30.15**

<b>McKenzie PTA Account</b>
-----------------------------

<b>Beginning Book Balance 9.1.15</b>	<b>\$ 124,456.18</b>
Voided Check from previous period	818.71
<b>Adjusted Beginning Book Balance 9.1.15</b>	<b>\$ 125,274.89</b>

**Receipts**

Birthday Books	560.00
Book Fair	1,015.25
Directory	120.00
Escrips	0.89
Fall Frenzy	110.00
GL Scrip - Charging for Cheetahs	229.35
Ice Cream Social	2,336.00
iGNITE campaign	15,236.00
Interest	10.89
Membership	1,000.75
Online Bank Fee Reimbursement	10.00
School Play	7,560.00
Spiritwear	256.00
<b>TOTAL</b>	<b>28,445.13</b>

**Disbursements**

1st Day Coffee	(412.66)
Back to School Teacher Luncheon	(599.28)
Book Fair	(540.21)
Enrichment Grade Expenses	(1,771.00)
Getting to Know Mckenzie Guide	(214.40)
GL Scrip - Charging for Cheetahs	(55.00)
Ice Cream Social	(2,175.00)
IL PTA Dues	(1,275.00)
Insurance	(725.00)
Office Supplies - Executive Board	(238.77)
Online Bank Fee	(5.00)
Paypal Fees	(372.51)
School Play	(3,500.00)
Spiritwear	(1,500.10)
Staff Reimbursement	(1,271.11)
Teacher Appreciation Activites	(111.67)
Yearbook (Prior Year)	(818.71)
<b>TOTAL</b>	<b>(15,585.42)</b>

<b>Ending Book Balance 9.30.15</b>	<b>\$ 138,134.60</b>
------------------------------------	----------------------

<b>Ending Bank Balance 9.30.15</b>	<b>\$ 147,871.00</b>
------------------------------------	----------------------

**Sarah Fox, Treasurer**

**Submitted for Audit Committee:**

**10.5.15**

# iGNITE Campaign Status

**Dates:** 9/9/15 - 10/5/15

		Budget Amount	
Paypal Donations	\$ 15,450.00		
Ice Cream Social/Back Pack Express	<u>\$ 1,836.00</u>		
<b>Total Contributions</b>	<b><u>\$ 17,286.00</u></b>	\$ 37,575.00	46.00%

	Participants to date	Total Mckenzie	% Participation
Number of Students	133	501	26.55%
Number of Families	95	360	26.39%

## Grade Level Participation

Kindergarten	22	83	26.51%
1st	25	83	30.12%
2nd	22	88	25.00%
3rd	29	114	25.44%
4th	34	133	25.56%
Unknown	1		
	<b>133</b>	<b>501</b>	

\*\*Budget Participation was 60% of student population

\*\* Budget Projection Amount \$ 37,575.00