

# Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



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Meeting Called To Order | time 9/16/2015 8:00 AM | Meeting location Henderson Hall

Meeting called by	Yaa Obeng	Attendees
Type of meeting	Monthly PTA meeting	See attached sign in sheet (attached hereto as Exhibit 1).
Facilitator	Yaa Obeng	
Note taker	Jennifer Grant	

## AGENDA TOPICS

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Call to Order and Opening Remarks *Yaa Obeng*

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### Welcome and Introduction of Board Members

**President-** Yaa Obeng  
**Vice President of Operations-** Crystal Kreisberger  
**Vice President of Communications-** Natalie Belanger  
**Secretary-** Jen Grant  
**Treasurer-** Kris Brendel  
**Middle School Rep-** Kathryn Henner  
**Elementary School & Pre-School Rep -** Lori Gore

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### Headmaster and Principals' Reports *Mr. Heffron*

- Mr. Heffron Introduction of New Grade Sites

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### Officers' Report

**President** *Yaa Obeng*

Discussion:

- **Calendar** Make note of the upcoming events:
  1. Ben & Jerry's Family Fun Night Fundraiser - September 19 6-9pm
    - a. Ben & Jerry's will give HIS PTA 50% of the proceeds from that event
  2. Halloween Parties – October 29
    - a. Parties may start any time after 1:30 PM
    - b. Costume information coming soon
  3. Pumpkin Patch Family Fun Night – October 29 Location and Time TBD
  4. 2 Lunch Tuesdays – October 6 (to be confirmed)
    - a. Corina Montoya – Chairperson
  5. Triathlon (run, bike, swim) for 1<sup>st</sup> – 8<sup>th</sup> graders – Sunday, October 11
    - a. Melissa Findley – Chairperson
    - b. Triathlon Clinic – Sunday, October 4th (Time TBD)
    - c. Still need volunteers for day of the event

6. Book Fair November 3rd – 6th (Dates still to be confirmed with vendor)
  - a. Lisa Garcia – Chairperson

Secretary *Jen Grant*

Discussion:

- **Membership Update**
  1. We had 134 members out of a possible 208 sign up during our initial membership drive.
  2. All teachers and specials have had their memberships sponsored. Teachers who signed up for a t-shirt will receive one.
  3. We have ordered a grand total of 323 t-shirts and will receive them in approx. 2 weeks.
  4. If you haven't already, please sign up for PTA membership by going to HISPTA.com/join
  5. All membership dues will be collected online this year.
  6. Late signups will not receive a free t-shirt, but they can still order one.
- **Website and Social Media**
  1. MemberPlanet is our PTA website that will be utilized for communication, posting pics, organizing contact data, etc.
  2. We also have a site at HISPTA.com, Facebook page and Twitter.
  3. We have activated texting for PTA event reminders via MemberPlanet.
- **Motion to Approve Minutes for May 13, 2015 meeting.**
  1. A motion was made by Jen Grant to approve the May 13, 2015 meeting minutes. Dionna Courtney seconded the motion. All approved. The motion carried.

Treasurer *Kris Brendel*

Discussion:

- An update of the 2015 current financial status was given outlining budget income, budget expenses, and net.
- We have several fundraisers this year including Target Red Card, Escrips and Amazon.
- Reminder to room parents that up to \$200 may be reimbursed by room parents for expenditures on party food/decorations.
- The 2015-16 budget report was provided and details were given for each line item. The budget was presented to the membership for approval.
- **Motion to Approve 2015-16 Budget.**
  1. A motion was made by Kathryn Henner to approve the 2015-2016 budget. Melissa Findlay seconded the motion. All approved. The motion carried.

Conclusion:

Minutes from May 2015 meeting, treasurer's report, and budget attached.

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## Announcements

- If you are interested in chairing an open position or volunteering for a committee, please contact a board member.

Conclusion:

- We are still in need of a chairperson for:
  - Family Fun Nights
  - Teacher Appreciation
- Volunteer sign up form near the sign in sheet

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Adjournment *Yaa Obeng*

# Agenda

Henderson International PTA General Meeting

Unite ID # 01524259

September 16, 2015

Henderson Hall 8:00 AM

1. Welcome and Introduction of Board
  - President** – Yaa Obeng
  - Vice President of Operations** – Crystal Kreisberger
  - Vice President of Communications** – Natalie Belanger
  - Secretary** – Jennifer Grant
  - Treasurer** – Kris Brendel
  - Middle School Representative** – Kathryn Henner
  - Elementary and Preschool Representative** – Lori Gore
2. Principal's Report and Video Presentation of New HIS website (Mr. Heffron)
3. **Family Fun Night Fundraiser** – Friday September 18<sup>th</sup>
  - a. Ben & Jerry's at Green Valley – 6:00 – 9:00 PM
  - b. Ben & Jerry's will give HIS PTA 50% of the proceeds from that event
4. **Halloween Class Parties** – October 29<sup>th</sup>
  - a. Parties may start any time after 1:30 PM
  - b. Costume information coming soon
5. **Pumpkin Patch Family Fun Night** – October 29<sup>th</sup>, Location TBD
6. Upcoming Events
  - a. **Two Lunch Tuesday** – October 6<sup>th</sup> (To be confirmed)
    - i. Corina Montoya – Chairperson
  - b. **Triathlon** – Sunday, October 11<sup>th</sup>
    - i. Melissa Findley – Chairperson
    - ii. Triathlon Clinic – Sunday, October 4<sup>th</sup> (Time TBD)
    - iii. Still need volunteers for day of the event
  - c. **Book Fair** – November 3<sup>rd</sup> – 6<sup>th</sup> (Dates still to be confirmed)
    - i. Lisa Garcia – Chairperson
7. Officers' Reports
  - a. Secretary – Jen Grant
    - i. Membership Update | Free T-Shirts
    - ii. Teacher Sponsorships
  - b. Treasure – Kris Brendel
    - i. Financial Update of current financial status
    - ii. Budget Report – General Member Vote
8. Announcements
  - a. If you are interested in chairing an open position or volunteering for a committee please let us know. We are still in need of a chairperson for:
    - i. **Family Fun Nights**
    - ii. **Teacher Appreciation**
    - iii. Volunteer form near the sign in sheet
9. Adjournment

**Henderson International School PTA  
Budget Report 2015 Financial Year**

Carry Forward from Prior Year

39,497.01

<b>A Membership</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Local Membership Dues	4,500.00	-	4,500.00
National / State PTA Dues	-	1,125.00	-1,125.00
Membership Drive	-	2,500.00	-2,500.00
<b>Total</b>	<b>4,500.00</b>	<b>3,625.00</b>	<b>875.00</b>

<b>B Fundraising</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Book Fair	3,000.00	1,500.00	1,500.00
Box Tops	300.00	150.00	150.00
E-Scrips	2,500.00	-	2,500.00
Holiday Shop	-	-	-
Silent Auction	40,000.00	10,000.00	30,000.00
Target Red Card for Education	2,800.00	-	2,800.00
eLabels for Education	-	-	-
Family Fun Night	350.00	200.00	150.00
Basket Raffles	2,500.00	2,100.00	400.00
<b>Total</b>	<b>51,450.00</b>	<b>13,950.00</b>	<b>37,500.00</b>

<b>C Events</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Spring Fling	-	10,000.00	-10,000.00
Back to School BBQ	-	250.00	-250.00
LS Summer Kick-Off	-	6,000.00	-6,000.00
MS Summer Kick-Off	-	3,000.00	-3,000.00
Meet and Greets	-	2,185.00	-2,185.00
Middle School Dance	-	5,000.00	-5,000.00
Scienc Bowl Appreciation Lunch	-	-	-
Teacher's Appr Lunches	-	1,150.00	-1,150.00
Teacher's Appr Week	-	3,200.00	-3,200.00
Triathlon	-	2,000.00	-2,000.00
<b>Total</b>	<b>-</b>	<b>32,785.00</b>	<b>-32,785.00</b>

<b>D Community Services</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Community Gift Back	-	1,000.00	-1,000.00
Findlay Prep	-	1,800.00	-1,800.00
<b>Total</b>	<b>-</b>	<b>2,800.00</b>	<b>-2,800.00</b>

<b>E Administration</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Annual Dues	-	50.00	-50.00
Insurance	-	200.00	-200.00
Office Supplies	-	2,000.00	-2,000.00

Tax Preparation / Audit Fees	-	1,000.00	-1,000.00
<b>Total</b>	-	<b>3,250.00</b>	<b>-3,250.00</b>

<b>F Projects / Programs</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Hospitality Fund	-	500.00	-500.00
Rewards Program	-	100.00	-100.00
Room Parents Fund	-	5,000.00	-5,000.00
Educational Program	-	2,000.00	-2,000.00
Grant Program	-	-	-
<b>Total</b>	-	<b>7,600.00</b>	<b>-7,600.00</b>

<b>WF montly interst and fees</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
Monthly interest	-	-	-
Bank fees	-	30.00	-30.00
<b>Total</b>	-	<b>30.00</b>	<b>-30.00</b>

<b>BUDGET TOTALS</b>	<b>Budget Income</b>	<b>Budget Expense</b>	<b>Net</b>
	<b>55,950.00</b>	<b>64,040.00</b>	<b>-8,090.00</b>

<b>Budgeted Decrease in Funds</b>	<b>-8,090.00</b>
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<b>Budgeted Funds Available for Carry Forward to Next Year</b>	<b>31,407.01</b>
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Henderson International School PTA  
Treasurer's Report 07/01/2015 to 08/31/2015

<b>A Membership</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Local Membership Dues	2,017.00	-	2,017.00	4,500.00	-2,483.00
National / State PTA Dues	-	-	-	-1,125.00	1,125.00
Membership Drive	-	-	-	-2,500.00	2,500.00
<b>Total</b>	<b>2,017.00</b>	<b>-</b>	<b>2,017.00</b>	<b>875.00</b>	<b>1,142.00</b>

<b>B Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Book Fair	-	-	-	1,500.00	-1,500.00
Box Tops	-	-	-	150.00	-150.00
E-Scrips	261.88	-	261.88	2,500.00	-2,238.12
Holiday Shop	-	-	-	-	-
Silent Auction	-	-	-	30,000.00	-30,000.00
Target Red Card for Education	-	-	-	2,800.00	-2,800.00
eLabels for Education	-	-	-	-	-
Family Fun Night	-	-	-	150.00	-150.00
Basket Raffles	-	-	-	400.00	-400.00
<b>Total</b>	<b>261.88</b>	<b>-</b>	<b>261.88</b>	<b>37,500.00</b>	<b>-37,238.12</b>

<b>C Events</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Spring Fling	-	244.24	-244.24	-10,000.00	9,755.76
Back to School BBQ	-	-	-	-250.00	250.00
LS Summer Kick-Off	-	-	-	-6,000.00	6,000.00
MS Summer Kick-Off	-	-	-	-3,000.00	3,000.00
Meet and Greets	-	-	-	-2,185.00	2,185.00
Middle School Dance	-	-	-	-5,000.00	5,000.00
Scienc Bowl Appreciation Lunch	-	-	-	-	-
Teacher's Appr Lunches	-	-	-	-1,150.00	1,150.00
Teacher's Appr Week	-	-	-	-3,200.00	3,200.00
Triathlon	-	-	-	-2,000.00	2,000.00
<b>Total</b>	<b>-</b>	<b>244.24</b>	<b>-244.24</b>	<b>-32,785.00</b>	<b>32,540.76</b>

<b>D Community Services</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Community Gift Back	-	-	-	-1,000.00	1,000.00
Findlay Prep	-	-	-	-1,800.00	1,800.00
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-2,800.00</b>	<b>2,800.00</b>

<b>E Administration</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Annual Dues	-	-	-	-50.00	50.00
Insurance	-	-	-	-200.00	200.00
Office Supplies	-	-	-	-2,000.00	2,000.00
Tax Preparation / Audit Fees	-	-	-	-1,000.00	1,000.00
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-3,250.00</b>	<b>3,250.00</b>

<b>F Projects / Programs</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Hospitality Fund	-	-	-	-500.00	500.00
Rewards Program	-	-	-	-100.00	100.00
Room Parents Fund	-	194.84	-194.84	-5,000.00	4,805.16
Educational Program	-	-	-	-2,000.00	2,000.00
Grant Program	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>194.84</b>	<b>-194.84</b>	<b>-7,600.00</b>	<b>7,405.16</b>

<b>WF montly interst and fees</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Monthly interest	-	-	-	-	-

Bank fees	-	-	-	-30.00	30.00
<b>Total</b>	-	-	-	<b>-30.00</b>	<b>30.00</b>

<b>Grand Total</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
	2,278.88	439.08	1,839.80	-8,090.00	9,929.80

Bank Account Balances	07/01/2015	08/31/2015	Last Reconciled	Summary for the Period	
Checking	39,497.01	41,336.81	08/31/2015	Starting Total	39,497.01
Cash on Hand	-	-	Never	Income	2,278.88
<b>Total</b>	<b>39,497.01</b>	<b>41,336.81</b>		Expenses	- 439.08      1,839.80
				Ending Total	41,336.81

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PTA GENERAL MEETING - SEPTEMBER 16, 2015

Name	Signature	Member Yes/No
1. Michelle Melthi	[Signature]	Yes
2. ROSALINA KANTOR	[Signature]	Yes
3. John Cochenor	[Signature]	Yes
4. Crystal Kruisberger	[Signature]	Yes
5. Diona Courtney	[Signature]	Yes
6. Corina Montoya	[Signature]	Yes
7. Jen Flanagan	[Signature]	Yes
8. Melissa Findlay	[Signature]	Yes
9. Elzbieta Youngman	[Signature]	Yes
10. Olena Centvory	[Signature]	Yes
11. Kary Berezinski	[Signature]	Yes
12. Kelli Taguchi	[Signature]	Yes
13. Thelma Manlon	[Signature]	Yes
14. Pamela Kohler	[Signature]	Yes
15. Kim Groberg	[Signature]	Yes
16. Lili Mostofi	[Signature]	Yes
17. Angelique Hartsell	[Signature]	Yes
18. Amy Fortes	[Signature]	Yes
19. Kirsten Diamond	[Signature]	Yes
20. Crystal Crosson	[Signature]	Yes
21. Aza Almaroui	[Signature]	Yes
22. Lynn Dunlap	[Signature]	Yes
23. Nadine Cerna	[Signature]	Yes
24. Lisa Garcia	[Signature]	Yes
25. Molly Helman	[Signature]	Yes
26. Donna Lee	[Signature]	Yes
27. John Heffron	[Signature]	Yes
28. Joyce Maxton	[Signature]	Yes
29. Stella Madnick	[Signature]	Yes
30. Alana Kohl	[Signature]	Yes
Hope Stark	[Signature]	Yes
Aditi Singh	[Signature]	Yes
Chavanna Patel	[Signature]	Yes