

Henderson PTA | MINUTES

GENERAL MONTHLY MEETING

Unit ID #01524259



Meeting Called To Order | time *11/11/2015 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

Call to Order and Opening Remarks *Yaa Obeng*

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

Headmaster and Principals' Reports *Mr. Ahlborn & Mr. Heffron*

- Mr. Ahlborn
 - Not present
- Mr. Heffron
 - Not present

Officers' Report

President *Yaa Obeng*

Discussion:

- **Calendar**
 1. Halloween Parties on October 29 were a big success
 2. Teacher Luncheon on October 23 was well received, big thank you to Lili for spearheading.
 3. Pumpkin Patch Family Fun Night was not a fundraiser. Photos are on our website at HISPTA.com
 4. Committee Reports
 - Book Fair – Lisa Garcia

- Was held 11/3-11/6 and \$10,726.09 was sold. The PTA will receive 25% of this amount, which is \$2,681.52. This does not include online sales.
- Box Tops / Two Lunch Tuesday – Corina Montoya
 - a. Not present
- Family Fun Night – Jen Grant
 - a. Blaze Pizza – Friday November 20th Grandparents Day 12:15pm – 2:30pm LUNCH and Blaze will donate 20% of proceeds to HIS PTA.
- Holiday Shop – Kim Groberg
 - a. 12/8-12/10 in Gallery, will be set up like a boutique. Volunteer sheet will be posted after Thanksgiving break.
- Silent Auction – Amy Fontes
 - a. 3/5/16 date of auction. Will have mobile bidding for 2016.
- Findlay Prep
 - a. Don't forget that your PTA membership gives you free access to Findlay Prep games.
 - b. November 17 No Homework Night to encourage game attendance
 - c. Help support the Findlay Prep team by sponsoring a pre-game meal!
<http://www.signupgenius.com/go/30e0c45aaa72fabf58-game>

Lower School Representative *Lori Gore*

Discussion:

- Holiday party details are needed.

Middle School Representative *Kathryn Henner*

Discussion:

- Meritas Games December 1-4 in Florida.

Secretary *Jen Grant*

Discussion:

- **Membership Update**
 1. Vote to approve September and October minutes
 - Jennifer Grant read the minutes and announced they are online at HISPTA.com. Kathryn Henner made a motion to approve the minutes. Natalie Belanger seconded. All approved. Motion carried.
 2. Vote to amend the Bi-Laws
 - Yaa Obeng read the changes to the Bi-Laws that consisted of an increase in dues amount from \$10 annually to \$15 annually. Also, the Committee names were corrected to reflect the current committees.
 - Kathryn Henner made a motion approve the Bi-Laws. Lori Gore seconded. All approved. Motion carried.

Treasurer *Kris Brendel*

Discussion:

- An update of the 2015 current financial status was given outlining budget income, budget expenses, and net.

Conclusion:

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

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:
 - Community Outreach
 - Communications
 - Summer Kick Off
- Volunteer sign up form near the sign in sheet

Teacher's Reports *[Name]*

None

Adjournment *Yaa Obeng*

Agenda

Henderson International PTA General Meeting

Unite ID # 01524259

November 11, 2015

Henderson Hall 8:00 AM

1. Welcome
2. Headmaster and Principal's Report (Mr. Ahlborn and Mr. Heffron)
3. Teacher's Report
4. October Events
 - Teacher Luncheon
 - Halloween Parties
 - Pumpkin Patch Family Fun Night
5. Committee Reports
 - **Book Fair** – Lisa Garcia
 - **Box Tops / Two Lunch Tuesday** – Corina Montoya
 - **Family Fun Night** – Jen Grant
 - i. Blaze Pizza Family Fun Afternoon – Grandparents Day
 - ii. Friday November 20th from 12:15 – 2:30 PM
 - **Holiday Shop** – Kim Groberg
 - **Silent Auction** – Amy Fontes
 - **Findlay Prep** – Jordan Johnson/Crystal Kreisberger
 - **Spring Fling** – Jen Grant
6. Officers' Reports
 - Lower School Representative – Lori Gore
 - i. Room Parent Report
 - Middle School Representative – Kathryn Henner
 - i. Room Parent Report
 - Secretary – Jen Grant
 - i. Vote to approve September & October minutes
 - ii. Vote to amend the Bi-Laws
 - Treasurer – Kris Brendel
 - i. Vote to approve budget
 - ii. Financial Update of current financial status
 - iii. Budget Report – General Member Vote to Approve the Budget

7. Announcements

- 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. ***Community Outreach***
 - ii. ***Communications***
 - iii. ***Summer Kick Off***
 - iv. Volunteer form near the sign in sheet

8. Adjournment

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

Carry Forward from Prior Year

39,497.01

A Membership	Budget Income	Budget Expense	Net
Local Membership Dues	4,500.00	-	4,500.00
National / State PTA Dues	-	1,125.00	-1,125.00
Membership Drive	-	3,250.00	-3,250.00
Total	4,500.00	4,375.00	125.00

B Fundraising	Budget Income	Budget Expense	Net
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
Total	51,450.00	13,950.00	37,500.00

C Events	Budget Income	Budget Expense	Net
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
Total	-	32,785.00	-32,785.00

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

E Administration	Budget Income	Budget Expense	Net
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
Total	-	3,250.00	-3,250.00

F Projects / Programs	Budget Income	Budget Expense	Net
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	-	-	-
Total	-	7,600.00	-7,600.00

WF montly interst and fees	Budget Income	Budget Expense	Net
Monthly interest	-	-	-
Bank fees	-	30.00	-30.00
Total	-	30.00	-30.00

BUDGET TOTALS	Budget Income	Budget Expense	Net
	55,950.00	64,790.00	-8,840.00

Budgeted Decrease in Funds	-8,840.00
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Budgeted Funds Available for Carry Forward to Next Year	30,657.01
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**Henderson International School PTA
Treasurer's Report 10/01/2015 to 10/31/2015**

A Membership	Income	Expenses	Year to Date	Net Budget	More/-Less
Local Membership Dues	40.00	-	4,722.00	4,500.00	222.00
National / State PTA Dues	-	28.00	-631.00	-1,125.00	494.00
Membership Drive	-	-	-3,207.95	-3,250.00	42.05
Total	40.00	28.00	883.05	125.00	758.05

B Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Book Fair	-	-	-	1,500.00	-1,500.00
Box Tops	-	-	-	150.00	-150.00
E-Scripts	697.92	-	1,470.58	2,500.00	-1,029.42
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	762.06	-	762.06	150.00	612.06
Basket Raffles	-	-	-	400.00	-400.00
Total	1,459.98	-	2,232.64	37,500.00	-35,267.36

C Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Spring Fling	-	-	-244.24	-10,000.00	9,755.76
Back to School BBQ	-	-	-235.00	-250.00	15.00
LS Summer Kick-Off	-	-	-700.00	-6,000.00	5,300.00
MS Summer Kick-Off	-	-	-	-3,000.00	3,000.00
Meet and Greets	-	-	-289.76	-2,185.00	1,895.24
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
Total	-	-	-1,469.00	-32,785.00	31,316.00

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

E Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Annual Dues	-	50.00	-50.00	-50.00	-
Insurance	-	-	-190.00	-200.00	10.00
Office Supplies	-	85.00	-508.76	-2,000.00	1,491.24
Tax Preparation / Audit Fees	-	-	-	-1,000.00	1,000.00
Total	-	135.00	-748.76	-3,250.00	2,501.24

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

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

Bank fees	-	-	-	-30.00	30.00
Total	-	-	-	-30.00	30.00

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	1,499.98	163.00	703.09	-8,840.00	9,543.09

Bank Account Balances	10/01/2015	10/31/2015	Last Reconciled	Summary for the Period	
Checking	38,863.12	40,200.10	09/30/2015	Starting Total	38,863.12
Cash on Hand	-	-	Never	Income	1,499.98
Total	38,863.12	40,200.10		Expenses	- 163.00 1,336.98
				Ending Total	40,200.10

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 - NOVEMBER 11, 2015

Name	Signature	Member Yes/No
1. Jen Grant	Jen Grant	yes
2. Nabele Belanger	Nabele Belanger	yes
3. Crystal Kruisberger	Crystal Kruisberger	yes
4. Lon Gore	Lon Gore	yes
5. Yaa Obeng	Yaa Obeng	yes!
6. Kris Brenner	Kris Brenner	yes
7. Katelyn Kierejowski	Katelyn Kierejowski	yes
8. Kim Groberg	Kim Groberg	yes
9. Becky DiSorbo	Becky DiSorbo	yes
10. CASEY COHEN	CASEY COHEN	yes
11. Kim Carpenter	Kim Carpenter	yes
12. Nadine Cannon	Nadine Cannon	yes
13. Olivia Centuori	Olivia Centuori	yes
14. Elzbieta Youngman	Elzbieta Youngman	yes
15. Stephanie Davis	Stephanie Davis	yes
16. Jesse Wingard	Jesse Wingard	yes
17. Kelli Taguchi	Kelli Taguchi	yes
18. Lili Mostofi	Lili Mostofi	yes
19. KATHRYN HENNER	KATHRYN HENNER	yes
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