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Little Cedars Elementary PTA 7.6.32

# MINUTES

Little Cedars PTA General Membership Meeting  
December 1, 2016

## Board Members Present

<i>Co-Presidents</i>	Kimi Guichard	<i>VP Programs</i>	Emily Walker
<i>Secretary (Interim)</i>	Lindsay McGee	<i>VP Communications</i>	Sara Johnson
<i>Membership</i>	Amy Mann	<i>VP Fundraising</i>	Tanya Jaegel
<i>Principal</i>	Lew Dickert (Mr. D.)	<i>VP Events</i>	Erika Keating
<i>Advocacy Chair</i>	Tyana Kelley		

**Meeting Called to Order** – Kimi Guichard at 7:10p.m

Quorum Present

Jennifer Butler, Tracy Kays & Chris Kasteler were not present.

## Approval of Prior Meeting Minutes

- (KG) asked for a motion to approve the minutes from September 2016 GM Meeting. Motion was made by EK, seconded by TJ and passed with no objections.

## Budget Changes/Updates–Kimi Guichard

- KG discussed that since the fall PTA fundraiser did not meet the budgeted amount, adjustments to the budget had to be made. KG explained that KG, JB and TKs met with Mr. D to discuss the proposed budget changes.
- All members present received a copy of the proposed updated 2016-2017 budget and KG specifically pointed out the following
  - Dropped the Fall Fundraiser line item to reflect what was actually raised
  - Dropped the Spring Fundraiser from \$10k to \$5k to be more realistic based on Fall Fundraiser
  - Dropped Celebration of Arts from \$600 to \$300
  - ASB took on the expense for the Fall Harvest Festival
  - Family Heritage Night was cancelled so removed the expense on that line item
  - ASB agreed to cover the Last Day of School Events
  - Reduced the Science Fair line item to \$100
  - Removed the expense for Skate Deck as there was no cost associated with the event
  - Updated the Phone Directory line item from \$1,000 to \$60 to reflect actual spend
  - Reduced Backpack Program line item from \$800 to \$300 to reflect actual spend
  - Reduced Assemblies line item, and ASB can cover the remaining expense in CY
  - Reduced Kids-in-Motion and sharing cost with ASB
  - ASB to cover the 6<sup>th</sup> grade celebration this year
  - Reduced Field Trips down to \$7,350. This was a hard line item to reduce but if additional funds come in, the plan would be to put back into Field Trips.
  - Added back in the Drum Heads lines items to Restricted Funds. After research was done it was concluded this was an item that was verbally promised to the music department a couple years ago. The Board has decided to stagger the funds, and release half the amount in the current year and half in the 2017-2018 school year.

Little Cedars Elementary PTA 7.6.32

- Mr. D suggested to do a “pass the bucket” during the 6<sup>th</sup> grade concert as a way to collect additional funds for the music program to help fund these items in the future. Another member mentioned to consider the message wording when “passing the bucket” so the funds could be used on the music department as a whole, not just drum heads. Something to consider.
- Mr. D. mentioned he did not want to set a president that the ASB will cover these expenses in future years. This year the ASB has the funds to help cover some of these line items, but this is an exception, not the norm.
- AM made a motion to approve the updated budget as presented, SJ seconded. The motion was passed with no objections.

### **Fundraising Update – Kimi Guichard and Tanya Jaegel**

- There will be fundraising at the Spring Carnival via a silent auction. This will be the same idea as last year, but the hope is to beef up the auction items. TK will be tracking items collected of the auction, and the board is hoping to have several gift cards for services around the area.
- Since the Fall Fundraiser was not as successful as originally budgeted, the Board reached out to Northwest Fundraising, a catalog company, for ideas on an additional spring fundraiser. They agreed on two different catalogs, and sales will run Feb 27- March 14<sup>th</sup>. NW Fundraising will take 60%, which is about the average on catalog sales. They provide prizes for the kids based on sales. They also provide prize opportunities for performing a good deed, so if a student does not participate in the sales they still have an opportunity to get a prize. Additionally, NW Fundraising will personalize their message to the students based on information provided by LCE about the school’s missions/goals/what is going on at the school currently.
- Members also discussed another Fun Run as a longer term fundraising objective. The option of the PTA/school putting on the Fun Run in house instead of hiring an outside group was also discussed. There were pros and cons and a lot of discussion. It was determined this is something to keep in mind for the future. One member shared how it was done at a school she was previously at and it worked well.
- A member shared that at a PLUSS meeting earlier in the year, fundraising was discussed and direct give fundraising was specifically talked about. She said another school tried to do direct give and only received \$2k, so the fact that LCE raised \$14k is something to be proud of.
- KG reminded everyone that this is TJ’s last year as VP of Fundraising. If people are interested in taking over the role next year, let the board know and the possibility to start shadowing TJ would help with the transition. TJ also mentioned she has a lot of resources to pass along about auctions if that is being considered in the future.

### **Advocacy Update – Tyana Kelley**

- TK discussed a long-term advocacy project she is working on that will support the state PTA’s goal of expanding ECEAP programs. The project is to build an early learning center in Snohomish that will house ECEAP, the developmental preschool, and early learning support specialist. She asked that if anyone has interest in helping to please reach out to her. The board will start advertising for this project.

Meeting Adjourned at 8:09 p.m.

Minutes prepared by:

Lindsay McGee, Secretary