

Date: November 8, 2010

Location: Valhalla Commons

Meeting began 6:45pm

Meeting adjourned 8:00pm

Next General Board Meeting:

Date: December 8th, 2010

Location: Valhalla Commons

Time: TBD

Attendees:

Vicki and Jack Chandler, Larry and Aliza Hauser, Monty Potter, Tracy Guff, Rachel Joren, Michele Cordi, Stephanie Nguyen, Jaleane Moore, Sarah Szczepanski

New Business

Welcome by Monty Potter

Monty noted that Mr. Smith was not able to make the board meeting due to a scheduling conflict. Though he appreciates all that the PTA is doing for Valhalla

Financial and Budget report

- Jaleane reviewed the draft of the Profit and Loss Budget vs. Actual statement. This covers July1 through November 8th, 2010 and as of November 8th; the Valhalla PTA has \$23,670.18 in its account.
- Escrip and Amazon funds come in about once a month and we need to push these in our newsletter. This a great way to raise money for the school without having to sell other goods such as cookie dough or pies.
- **Comfort kits: We have made \$700, as of November and they were budgeted at \$1400 for the year. They cost \$3.50 to make so we need to sell the remaining to break even (Please verify)**
- The PTA sponsored the back to school night, but the BBQ was not budgeted. It cost \$160.00.
- **Fundraisers:** The total budget for the fall, winter, and spring fundraiser is \$12,000. To date the walk-a-thon has made \$14,664. This is \$2664 more than expected.
 - Fundraiser budget breakdown.
 - Fall: \$6,500
 - Spring: \$1,500
 - Winter: \$4000
 - We expenses of the walk-a-ton were \$737.14, which slightly over the estimated \$500.
- There are other events that may generate income such as Show Ware and the carnival. Though based on the success of the walk-a-thon it may not be necessary to have a winter fundraiser.
- **Copy machine:** A new copy service for the school began two months ago. The PTA has to enter their code (9475) when copies are made. In turn, we will receive a bill once a month for this service. We budgeted \$500 for this prior to the school contracting a new copy service. We have not received a bill, but there is a chance that we may go over before the end of the year. The board suggested that we keep track of the number of copies we make. This will also ensure that no one else uses our copy code.

- **October Statement:** Jaleane will provide a financial breakdown of the walk-a-thon for the general meeting on 11/17. This will include what we grossed and our expenses.
- **Grants:** The PTA would like to bring back the grant process. When funds have been provided in the past they may have not been spent wisely. To correct this proposal for funds must be submitted to the PTA, but all other means of raising money must be exhausted first. Evidence that they were not able to get the funds elsewhere will need to be provided. Purchases under \$499 can be approved by the board. Anything over \$500 must be approved at the next general PTA meeting.
- Each grade level receives funds from the PTA and the building budget. We must know the breakdown before we can determine how to manage this?
- The fourth grade sold concessions at movie night. The PTA supplied the drinks and snacks for them to sell. The donation to the fourth grade can be considered a grant which would fall under line CE 6, line A: Miscellaneous school support. We will determine at the next meeting if we should do this for the next movie night.
- Funds have been requested by Mr. Smith for new soccer and he has Pam looking into it. Though there are other means in which we can grant this request. Perhaps we can work out a deal with the Federal Way soccer club which we can let them use our fields and in turn we could use the goals. This is something we can look into.
- Programs and assemblies budge to be adjusted from \$3140 to \$3500.

Establish procedure

- Expense reports are picked up from Valhalla on Monday, Tuesday and Friday. All expense reports should be turned in as soon as possible and should be placed in the PTA box in the main office.
- Events: The chair of each event is responsible for contacting the people on the volunteer list to contact people on volunteer list.

Walk a thon

- \$14,664 was collected and does not include matching. Pam will hand checks to Rachel. Matching donations should come in at the beginning of 2011.
- Walk a thon donation \$250 and Pam received a \$250 donation check and cashed it. Valhalla will have to reimburse the lost funds. Rachel has notified Pam that she cannot cash PTA checks.

Movie night / Book Fair recap

- \$1694.00 raised the first night. We need to raise \$2000 pre tax to get scholastic dollars
- Winner of door decoration contest will receive \$150. Winner was not mentioned at the meeting.
- Labels for children to extend to 6pm on Tuesday and Wednesday. Pack up and pick up on Friday
- The next book fair is scheduled during conference. Can we cancel it and have it during the carnival?. We need to determine if there is a space. This could be a BOGO (buy one get one free) sale. Aliza will contact Scholastic to see if they are available during the carnival.

Pancake Breakfast /Holiday Shop

- Dana and Monty will chair
- Spaghetti dinner to come out of family night budget (Miscellaneous School Support). We discussed charging \$1 for individuals and \$___ for families.
- We will need to solicit Krustez for batter and others to provide supply syrup, juice and other miscellaneous
- Larry to see if he has a list of last year's vendors. We can also contact Jani as she was co-chair for this event.

Bingo Night

- Larry Hauser will chair this event. We will need to solicit for prize donations.

Next General Meeting November 17

Focus on financials. Walk a thon

News Letter Article

- Submit all articles to Sue before 11/17
 - Walk-a-thon: Vicki
 - Book fair update: Aliza
 - Food drive. 12/1 to 12/10: Tracy Guffee

Calendar of meetings

- Larry provided calendars to the board

Other

Submitted by:
Larry Hauser
Secretary

Approved:
Monty Potter
Co-Chair
Vickie Chandler
Co-Chair