

MINUTES
BHIS PTA Meeting
2/2/10 at BHIS Library

- Maythia Airhart, President
- Dave McGeoy, Vice President & Legislative Chair
- Susie Murphy, Principal
- Jill Davies, Membership
- Allison DeLong, Co-Chair Fund Raising
- Sung Lee, Secretary
- Erin Musser, Co-Chair Fund Raising
- Kate Poux, PTA Liaison
- Ortencia Santana, Latino Committee Advisor
- Noemi Tiofilo, Latin Committee Liason
- Leslie Stewart, Treasurer
- Lupe Hernandez, Latino Committee President
- Angela Johnson, Event Coordinator

1. Photos

- Picture of board for the yearbook-next March meeting.
- Rethink board's children photos posted on the website. Board members will retake photos without their kids, if they choose to.

2. Open House for prospective parents 6:30-8:30 pm

- The board will attend at 7:45 PM and introduce ourselves.

3. Budget planning meeting date?

- Over e-mail, let's discuss who and when. Definitely before June meeting.
- Or table until the March meeting.

4. Who is a committee chair? A voting member?

- The principal is generally not a member of the board of directors, but a local unit's standing rules may provide for this circumstance.
- Elected officers and committee chairs are members of the board of directors , and each is entitled to a vote at board meetings.
- Carry over the discussion on who is a committee member to the March meeting.

5. Family Involvement meeting, 3/23

- Angela Jo did a great job for the January meeting.
- Agenda at the next meeting should definitely include Susie's trip to China.
- Maybe include a presentation by the Latino Committee?

6. E-mail voting and approving minutes

- Table until the next meeting

7. Budget items and Fundraising Committee

- The mini grant funding request form-we need to develop some criteria, and decide if it should become a recurring budget item . Table to March meeting.
- July 1-June 30 is the fiscal year for the school budget.
- Accomplished grants for the past three years-Allison and Erin met with Angela Castaneda and Era Schrepfer in early January. Era is a professional grant writer. About \$68,000 has been awarded to Beacon Hill International School. They have been aligned with our mission in Environmental Stewardship, Arts, Technology, Languages/World Culture. Era will take on the Family Engagement grant from WSPTA for an Events Box, full of reusable utensils and cups.
- Read-a-thon update: April 9, 2010. Literacy night the night before on April 8. Eva McGeough will chair. Erin Galvin and Lauren Raymond will assist.
- Tamale Sale update-Ortencia has it covered.
- Annual Giving Fund-should we change the timing? Think about it.
- 501c3/tax deductible donations need to be able to request receipts for personal tax purposes. Need to streamline the process. Add donor information to the collection sheets on the front of the manila envelopes with a checkbox re: donor receipt letter, or is it better to have postcards for collectors to doll out as needed.

8. Other

- Membership in PTA has finally hit 100 mark.
- Can we extend membership drives to grandparents or other extended family members as honorary PTA members?
- Copy paper use for school newsletters. Who pays for it? How much does it cost? One case of paper is not an unreasonable cost for the PTA. Allison calculates 6 pg newsletter, 9 annual editions at about \$150 in copy paper. Susie later agreed that if PTA wants to fund it would be helpful and appreciated; has depended year to year on dynamics of PTA and funds available.
- Dave's idea for a Dad's breakfast for volunteer recruitment. More later.

9. Action items

- The Annual Giving Fund is currently under Shelly Bates. She needs to be replaced next year. Remember translations. Should the timing change? Should the goal be reduced?
- Sung will bring a camera to the next board meeting and submit the photo of the board to the yearbook.
- Question whether grants fall under the umbrella of fundraising or program driven budgets.
- Allison and Leslie will continue to reach out to Kimball and gain more information on their grant for family engagement.
- Angela J volunteered to sew tote bags for PTA member teachers. She will let us know the cost.
- Jill would like to draft a letter for PTA honorary memberships for the next general meeting in March.
- Angela J will start a checklist for events (SOP-standards of operating procedures)---recycling containers, translators, etc. All board members will e-mail suggestions to her.
- All board members should think about how to define their positions.
- Leslie will redo the Treasurer's report in the coming months, to highlight the most recent/monthly activity, not just the year-to-date, so that we can plan, monitor, and answer questions. This will depend on the flexibility of the current software.
- To be determined cost, PTA will supply paper for the newsletters under Operations Expenses.
- Allison has asked Maythia and Dave if they want to invite Suzie and/or Latino committee to present at March meeting