



MINUTES
BHIS PTA Budget Planning
3/28/10, 10:00 a.m. at Sung Lee's House

- ☒ Maythia Airhart, President
- ☒ Dave McGeoy, Vice President and Legislative Chair
- ☒ Jill Davies, Membership
- ☒ Allison Delong, Co-Chair Fund Raising
- ☒ Sung Lee, Secretary
- ☒ Erin Musser, Co-Chair Fund Raising
- ☒ Leslie Stewart, Treasurer

I. Overview of 2009-2010 Budget Status

- Are there higher interest bearing accounts that should be pursued? Should we consider spending additional savings on programs? Don't forget the merits of a higher rainy day fund. A higher amount in savings shows fiscal responsibility and solvency.
Action Item: Dave will look into a higher interest account, such as a CD, and report back.
Action Item: Leslie will report back on the WSPTA recommendation for a savings account balance.
- Captain Planet – Is it a PTA grant? It was agreed that these funds should be listed under the *Grants* heading.
Action Item: Maythia will contact Angela regarding the Captain Planet grant and report back.
- The current budget format was discussed. It was agreed that a condensed, simplified summary of the categories needs to be developed.
 - At board meetings, the report(s) will display monthly and year-to-date activity.
 - At general membership meetings, a category summary and year-to-date report will be presented. A detailed report can also be on hand at the general membership meetings.
 - The board's monthly budget report will be e-mailed to the membership.Action Item: Board members will work together to create a simplified budget format.
- Modifications to the Existing Budget Format
 - Move *Original Works* back to the *Learning* category.
 - Eliminate *Popcorn* line item from the budget.
 - Create new line item for *Red Apple 1% Community Cash*.
 - The balance of the *KPMG* category should be expended this fiscal year so this line is eliminated for the next fiscal year (Allison sent e-mail on 3/28 to Susie Murphy to expend these funds).Action Item: Leslie will make the above modifications to the existing budget format.
- Powerful Schools: Leslie said that the current budget of \$1,000 for '09-'10 has not been expended. There was general discussion about the board's position on supporting Powerful Schools. It was noted that this is a regional non-profit organization with a strong fundraising program and high sponsorship from other grant-makers. Board members would like to know how BHIS students benefit from the program. How many scholarships are available? What % of program costs does the price of full tuition cover? It is important that the board does not set a precedent for an annual donation.

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Action Item: Dave will talk with Debbie McGibbon of Powerful Schools and report back. Board members need to determine how these funds will be rolled over if they are not expended by Powerful Schools.

II. Consideration of 2009-2010 Unbudgeted Expenses

- Laminator: \$1,625 – *PTA Discretionary*
- Umalali Performers: \$200 – *Arts & Culture*
- Bikes Works: \$470 – *Arts & Culture*
- Schools First Donation: \$100 – Create a new category
- Reading is Fundamental: \$53 – *RIF* (existing fund)
- Supplies/Newsletter Paper – *PTA Operation Expenses*

III. Discussion of 2010-2011 Budget

- Board members agreed on recommending the following new expenses and associated categories:
 - Newsletter Paper: \$500 – *PTA Operation Expenses* category
 - Legislative Donation: \$500 – Create new category under *PTA* heading
 - Mini Grant Requests: \$2,000 – Create new category under *Learning* heading
 - Officer Training: \$500 – *PTA Operation Expenses* category
 - Accountant (PTA Taxes): \$250 – *PTA Operation Expenses* category
 - Bikes Works: \$500 – Create new category under *Services* heading
- It was agreed that (1) scholarship opportunities for PTA officer training would be pursued; and (2) board members will clean administrative files during the PTA board retreat this summer.
Action item: Leslie will send a reminder message to teachers about reimbursements for this year's stipend.
- Questions to consider
 - *Library Assistant:* The IRS provides for employee or independent contractor status. The PTA does not want to be an employer. There was general discussion about the pros and cons of funding such a position. Some noted the potential for recruiting volunteers to fill this need; others noted the relationships and history around the position. It would be better for the PTA to fund this position through Seattle Public Schools. The board discussed terminology around status and compensation. It was agreed that the term volunteer should not be used if individuals are to be compensated for their work in order to create consistent messaging around volunteers who are not compensated.
Action Item: Dave will talk with Mary Thompson and report back for discussion at a future meeting.
 - *Corporate Matching Gifts:* Board members agreed that the general category of *Donations* is satisfactory for logging the matching portion of corporate gifts.

IV. Wrap-up

- Board members discussed the need to identify goals and priorities in order to make better decisions around the budget. Board members discussed the need for expenditures to always fit with the mission of the PTA.
- It was agreed that a new financial program such as QuickBooks will be pursued.
Action Item: Dave will pursue the transfer of the PTA's financial data to an alternate program.
- The next budget planning meeting is set for Saturday, May 8, 10:00 a.m. at Sung's House
- MoneyMinder viewing access was set-up for Maythia, Dave, Allison, Erin, and Jill.