

PTA Board Meeting

Apex Elementary School

October 5, 2022 / 9:30-11AM / [Virtual via Zoom](#)

ATTENDEES

Administration: Katie Caggia (Principal), Sarah Chi (Assistant Principal)

Board Members: Carissa White (President), Kristina Killian (Treasurer), Carissa Ausenbaugh (VP Fundraising & Communications), Gloriann Austin (VP Programs & Hospitality), Joy Brunson-Nsubuga (VP of Family Engagement), Sarah Moore (Secretary), Shannon McGowan (Teacher Representative), John Walker (Advocacy Chair), Erin Delehanty (Audit Chair), Radhika Mathur (Nominating Chair), Lora Rogers (Member-at-Large),

Attendees: Carissa White, Sarah Moore, Gloriann Favale-Austin, Kristina Killian, Lora Rogers, Erin Delehanty, Radhika Mathur, Stacey Johnson, Cheri Thomas, Shannon McGowan, Joy Brunson-Nsubuga, Carissa Ausenbaugh. Kathy Bouverie, Sarah Chi, Cheri Thomas

Guests: Cheri Thomas, Treasurer, Wake County PTA Council

AGENDA

9:30AM - Introductions & Check-in - 5 minutes

- [Minutes Review & Approval](#) - Sarah Moore - 2 min
 - Sarah reviewed the 9/7/22 Board Meeting Minutes and moved to approve them.
 - Gloriann seconded the motion.
 - 9 members voted to unanimously approve the previous minutes.

Special Guest Presentation: PTA Financial Best Practices, Cheri Thomas, Treasurer, Wake County PTA Council

- **Yearly audit process:** Financial audits shouldn't take more than 30 minutes. It is really a financial review, not a true audit. Includes a checklist and the Audit Chair will look through it and pick a few samples to review. The checklist is for our organization to keep up with what's going on. Treasurer answers any questions and provides any documentation. Then the audit chair presents to the board and offers suggestions. Last, go into Memberhub and say that it was completed. The checklist does not have to be uploaded.

- **Monthly audit process:** Someone should review the bank statement other than the president or treasurer (audit chair), a budget to actual, and a reconciliation report from Money Minder. This will show the audit committee what is still outstanding, what has cleared, etc.
 - Fiscal year begins in July so monthly audits need to start in July.
- Cheri recommended we register for Tech Soup and can then get QuickBooks for less than \$80. Our PTA is currently using Money Minder.
- Taxes and financial review (for all of last year) should ideally be done before Aug. 31 so that we can participate in Reflections - these tasks put us in “good standing”.
- Audit committee should be 3 members that do not include the president, treasurer, or check signers. The annual financial review should include these 3 people.
 - **Audit Committee Members:** Erin Delehanty (chair), Joy Brunson-Nsubuga, Radhika Mathur
 - Financial Review year end should include reconciliation report, year end budget report, and the year end budget to actual.
 - NCPTA Audit Checklist can be found online with directions. Password is “healthykids”
 - Admins in MemberHub can also access docs under “Compliance”.
- Kristina asked about whether it was an option to take any of our cash and invest it.
 - Per Cheri, we can if our general membership votes to do it. Cheri says there is really no benefit because the investments typically make no money. It is also more work for the treasurer because there will be two accounts, two budget reports, etc.
- Carissa W. asked, is there a general guideline for how much cash reserves we should have?
 - Per Cheri, it’s up to us. No one will come after us because of too much money in the bank. Cheri suggested we take 30-40% of our budget and end the year with that.
- Petty cash management guidelines?
 - Cheri - We are not supposed to have petty cash mainly because it is difficult to track. When we have an event, someone can request a cash box and the check signers sign off on it, and the cash is counted immediately. Then the cash is used, counted by 2 people + treasurer and a deposit form is filled out and the money is deposited.

- If we choose to have petty cash on hand, the board should vote on it and agree on a process for handling it. All the board members are financially liable.
- Processes are so important and there should be documented processes for all financial business.
- Standing roles are also really important and is Carissa W's goal for this year.
- Cheri suggested we get the Google Suite for free through TechSoup.
 - Includes an admin password that can easily be reset.
 - President, treasurer, and secretary should have all passwords.
- Important to have the audit chair and advocacy chair review Wake PTA Council slides. Carissa will forward to all.

Updates, Reviews & Votes:

- Financial Report - Kristina Killian -
 - Go Play Save is over! We made \$3,845.
 - Spirit Wear total \$1,960 - over budget
 - Spirit Rock \$460 total - over budget
 - Check for library books finally cleared (\$4,000)
 - Instructional Support materials have been paid for.
 - \$47,338.29 is our current balance.
 - Kristina moved to approve the treasurer report, Shannon McGowan seconded and 9 members unanimously approved the report.
 - Tax Return is ready to be approved. Carissa W. will review and Kristina will file it and check it off under compliance in Member Hub.
- Standing Committee Updates & Vote - Carissa White
 - Audit Committee - Erin Delehanty (chair), Radhika Mathur, Joy Brunson-Nsubuga
 - Will work on last year's financial review and monthly reviews.
 - Advocacy Committee - John Walker
 - Nominating Committee - Radhika Mathur
 - Carissa moved to vote in all three new chairs. Carissa A. seconded the motion and 9 members unanimously approved the new chairs.
- Members-At-Large on the Board Vote - Carissa White
 - Lora Rogers
 - Carissa W. reminded the board that Members-At-Large are a great pipeline into leadership positions.

- Carissa W. moved to approve Lora as a Member-At-Large, Carissa A. seconded and 9 members unanimously approved the motion.
- Joy reminded us that Miranda Arnold also volunteered to be a Member-At-Large. We can have 3.

New Business:

- Wake County Bond Resolution Vote - Carissa White
 - If the board adopts the resolution, we can say, "Vote for the bond!" Otherwise we can only say, "There is a bond."
 - Carissa W. read the resolution.
 - Carissa W. moved to approve the resolution. Carissa A. seconded and 10 members unanimously voted to approve.
 - Sarah will post to the website.
- Fun Run Planning & Procedures - Carissa Aussenbaugh
 - Carissa A. presented a FUN RUN 2022 proposal, which includes changes from last year - mainly the prize structure to be more inclusive and team based and less individual.
 - Carissa A. reminded us of our mission, "Bringing families together to invest in children." We want everyone to feel a part of this event.
 - Last year's numbers:
 - Income - \$37,520.39
 - Expenses - \$6,883
 - Profit - 30,636.71
 - 255 students raised \$28,738.79
 - 5 corporate sponsors raised \$4,000
 - Online auction raised \$3,340.40
 - Prize Breakdown from last year
 - \$5 - shoe wall + one ticket
 - \$10 - bracelet + 5 tickets
 - \$30 - t-shirt + 10 tickets
 - \$50 - sign + 15 tickets
 - Each additional \$25 - 5 more tickets
 - Grand Prize (ticket raffle) - Nintendo Switch Lite + \$50 gift card
 - Proposed FUN RUN plans for 2022
 - Budgeted Income of \$30,000
 - Expenses currently \$0, but obviously will be expenses

- Corporate Sponsors \$10,000
- After Party \$5,000 (silent auction and raffle)
- Family Fundraising \$15,000
- Proposed Prizes this year
 - No individual prizes
 - Every class raising \$1 = ice pop for each student
 - Top class per grade level = pizza party (or another party)
 - Top class school wide = add ice cream, PJs, etc.
 - Top grade level = PJs, silly hats, extra recess, etc.
 - School wide goal = dance party, pie admin, sliming, etc.
- How?
 - More corporate sponsors! Now a \$5,000 and \$2,500 level.
 - Signs and shirts sold via MemberHub. Will count toward the class amount raised. Links for T-shirts/signs can still be sent to relatives/friends.
 - This means we are not as rushed with ordering, and shirts and signs are no longer expenses.
 - Donations solicited via MemberHub by class. Each class will be listed and families will send out the link to prospective donors. All tax deductible info is right there.
 - This eliminates the almost \$3500 we paid to Boosterthon last year.
- Why?
 - Eliminates inequality for families who may have been discouraged because they knew their kids wouldn't be a top earner.
 - Builds community and encourages teamwork!
- Considerations
 - Shoe Wall?
 - Grade level banners
 - Last year the top earner broke the banner.
 - How do we want to do it this year?
 - Shirt/sign orders would need to be communicated A LOT so people know it has to be purchased ahead of time.
- Kristina mentioned ice pops in the morning may not work if it is cold. Carissa A. suggested we could pass them out at lunch.

- Carissa W. reminded us we still have to design and produce T-shirts.
 - Carissa A. proposed we take pre-orders starting the 14th? and then order them by the 28th (2 weeks before Fun Run). Fundraising can continue until 11/11.
 - We do not have a set logo yet. 3 quotes have been received from T-shirt designers. Will probably go with Geiger.
 - Kids could submit T-shirt designs? Carissa A. worried there is not enough time for that. Maybe next year.
- Parents will put a teacher name on MemberHub so all T-shirt and sign sales will be assigned to each class.
- Need to track expenses (ice pops, pizza party, signs, T-shirts, etc.)
- Carissa W. asked Mrs. Chi about teacher buy in.
 - Sarah Chi reminded us that we have in the past tracked class earnings and that there is a class number discrepancy based on grade.
 - Top earning classes last year got to watch the admin sliming live.
 - Previously, all top earning classes got to enter into a raffle, which helped level out class number discrepancies.
 - Previously, information was shared on the news, there was a vote done in technology class (to choose between sliming, silly string, kiss a pig, kiss a lizard, etc.) and there was a lot of communicating the lead classes to keep kids engaged.
 - Radhika suggested Caggia and Chi go in inflatable balls and face off.
- Kathy reminded us that some kids had t-shirts last year that other families purchased. How can we incorporate the opportunity for kids who can't afford t-shirts to get one?
 - Carissa A. said donated shirts would still count toward class totals.
 - Carissa A. also said by buying every kid a shirt, the price per shirt will go down a lot.
 - Several board members expressed interest in getting every kid a t-shirt.
 - We discussed having another swag option so all students can get a t-shirt and upselling the signs.

- It was decided we will buy 700 t-shirts (one for every kid) and give parents an optional donation for a second shirt.
 - Let's enlist room parents to get t-shirt sizes.
 - Also parents/family members will be able to buy shirts.
 - T-shirt sales will be Oct 14-28
 - Fundraising dates will be Oct 21- Nov 11
- We need to decide if we want to meet with people who have offered to help with corporate sponsors.
- Spirit Shop Purchasing & Special Events
- Garden & School Beautification Club Updates & Plans
- Other New Business?
 - Carissa W. reminded us of the Cougar Corner link in the Friday Bulletin so we can build up a backlog of parents, students, and community members that should be spotlighted for their contributions to the Cougar Community.

11:00AM - Adjourn

- Meeting was adjourned at 11:20 am