



**IMS PTSA Board of Directors Meeting**

Monday, September 10<sup>th</sup>, 2018, 9:00 p.m.

IMS Library

**Call to Order & Quorum:** Leta Hamilton & Michele Simmons (co-presidents)

- The meeting was called to order at 9:15 am. A quorum was established (see sign-in sheet).
- Introductions of new team.

**Secretary Report:** María Villar, Secretary

- Meeting minutes from June 2018 BOD meeting were missing, so they will be submitted for approval and moved into record. Laura Hamilton will provide those.

**Treasurer's Reports:** Leanne Brodzinski, Treasurer

- Leanne presented the end of year report for period 7/1/2017 – 6/30/2018. Ending balance was \$31,232,77. She also presented the treasurer reports for July and August 2018. The ending balance for August was \$40,332.40.
- She informed that the money from payments made via PayPal will be transferred only once a month, and the end of each month.
- Leanne presented the budget for the present year. It was moved (#4) by Suzanne Lloyd, seconded by Bertha Bonds, and unanimously approved.
- End of Year Financial review - The review was completed on 7/2/2018 by Sandrine Wandji, Elaine Cox and Molly Haylen
  - Grant process was followed for the garden grand and was not in the same format at the other grants;
  - Many reimbursement forms were not properly filled out. Or were not filled out at all;
  - Minutes should have been provided to do a proper review.

**President's Reports:** Leta Hamilton, Co-President

- Code of conduct – directors in the board will not be required to sign the Code of Conduct; they are still expected to review and abide by the Code of Conduct.
- LWPTSA Council Report – news of last Council.

**Business:** Leta Hamilton, Co-President

- Mission – stays as is was as of last year. This was moved (#1) by Leanne Brodzinski, seconded by Laura Hamilton, and approved unanimously.
- Goals – stay as they were as of last year. This was moved (#1) by Leanne Brodzinski, seconded by Laura Hamilton, and approved unanimously.
- Standing Rules – changed the wording and list of volunteer positions, by deleting two positions (Data Week and Health Room). This was moved (#2) by Katt Squires, seconded by Bertha Bonds and approved unanimously.
- Katt Squires is the new signer for the bank.
- Ledge Assembly: October 20<sup>th</sup>-21<sup>st</sup> in Auburn, and will determine advocacy priorities. BOD is invited (not required) not attend.

	<b>Inglewood Middle School PTSA</b> 24120 NE 8 <sup>th</sup> St Sammamish, WA 98074	
Attendance Line 425-936-2361	School Phone 425-936-2360	Fax 425-868-0628

- Auction baskets: it was decided to donate a “Check-out Sammamish” themed basket. Budget is \$150. We will look for donations from local business. Maria Villar will provide a list of business to visit and a draft for donations request letter.
- Drama verbally requested a very high rise in the budget. BOD will request a written budget and suggest increasing the tickets price / adding a second show / other sources of financing this rise. Leta H will contact Jana Lovell and Spotlight NW studio for the detailed plan.
- Staff Appreciation Committee: motion to increase the amount of money budgeted from \$1300 to \$1900 yearly was moved (#3) by Katt Squires, seconded by Laura Hamilton and approved unanimously.

**VP report:** Laura Hamilton

- Pass the Hat – there will be an ongoing blurb in the Knightly News until the \$20,000 goal is achieved.
- Husky football tickets fundraiser – tickets will be \$45 this year.
- Super Sitters – the plan is to make 5 sessions, all of them falling on Wednesdays.

**Committee updates:**

- PTSA School of excellence – will be followed up by Katt Squires.
- FACE – Jenny (chair) requested budget to attend Raise and Pedagogy classes.
- YMCA principal’s lunch – Leta and Michele will attend if Tim Patterson attends.

**Volunteers:** Suzanne Lloyd

- Needs volunteers for
  - Awards committee
  - Nominating committee (3 people needed by November)
  - Financial committee (3)
  - Springs scholarships
  - Spring Show case

**Communications:**

- Newsletters are ok.
- Pass the Hat will need to be communicated until goal is reached.
- It was suggested to change the colors of the newsletter and a section “Future Dates” to be included.
- Friday night is the deadline to send blurbs to the newsletter.

**The meeting was adjourned at 11:11 am.**

Submitted by  
 María Villar  
 Secretary