

**PTA Minutes – Wilson High School
Executive Board Meeting, May 11, 2011
Hillsdale Brew Pub**

Valeurie Friedman, President, called the meeting to order at 7pm.

In attendance: Leslie Baird, Valeurie Friedman, Karen Russell, Leslie Starker, Susan Sanderson, Annie Bottinelli, Ellen Singer and Maureen Berrie-Lawson

Introductions

Graduation Night – Susan Sanderson

- The Graduation Night party this school year will be designed more simply.
- We have 5 committee board members so far. There is no one signed up for fundraising.
- Price of tickets will be increased this year to \$85. There will be no early bird price discount. Last year the ticket price was \$65.
- Assemblies will feature small incentives for students who sign up early to attend the event.
- The venue has been reserved. 200 minimum students must be signed up to reserve it. We expect to sign up 200 seniors. 298 approx. attended last year. Scholarships will be provided for those who cannot afford to attend.
- Costs: \$15 per person for bus cost. \$50 per student covers the venue and gratuity cost. The extra income from ticket sales will cover refreshments, games, etc.
- Fundraising: need to find chair for sweetgrams, rummage sale, etc.
- Add line item for Grad. Night in Budget - \$1500. This money is intended as cushion to use only if needed to help Grad. Night cover their costs. The intention is for Grad. Night to cover all costs.
- Prizes for students could be donated.
- Karen Russell is treasurer for Grad. Night and she will be working on a budget.
- 1st Grad. Night meeting of the school year: Sept. 12.

Auction – Annie Bottinelli

- Flyer was created for early ticket sales
- Venue – MJCC – same as last year. Auction ticket cost is \$50.00. There is a back to school special buy 2 tickets get 10% off at \$90.00.
- Auction software discussed: Annie was thinking of switching to another auction software company “Tofino” which uses an online software system. Karen Russell suggested that the new company may be slow depending on internet traffic. Valeurie did not like the fact that one of their competitors “Greater Giving” required a 5 year commitment in order to use their software. Ellen Singer said she had a good experience with Tofino. Valeurie can set up a meeting with Tofino to discuss operations of their "auction" software vs. Greater Giving (the software we currently use but contract expires in Nov.) Another question: can Tofino only use one bank account for any PTA deposits?

- Annie signed up for a raffle gaming license. Cost: \$100. This would cover all PTA raffles. There was a discussion that the State may have to take a percentage of sales? This could be investigated.
- Some ideas for Raffle items: IPAD, \$500 vacation get away at a nice hotel, \$200 Fred Meyer's gift card. Annie is looking into the possibility of asking the Alisa Inn, Newberg, to donate a hotel room stay.
- The intent to participate form is finished. This would involve asking a representative from each participating group to fill out the intent form. The rep. would need to send out donation letters and follow up on donations.
- Suggestion: add flyers to staff boxes to ask for volunteers for the Auction and/or find a parent rep. for their groups/departments.
- Limit number of groups participating to 23. Small groups might be better to participate by helping out at the auction instead of donating items.
- Less silent auction items this year. Best donations: Gift cards and party, vacation home, gourmet food themed gift baskets – "Picnic in the Park"). We are paring down the silent by limiting the "items" or baskets to one per group.
- Last year's complaints – not enough room to get to the bar. Lemonade and Vodka drinks not available. An agreement with MJCC was made so that we could use volunteers with OLCC license to work at the bar.
- Wall of Wine PTA fundraiser – great success last year. Wall of Wine will be at the event this year. Korkage Wine Shop may offer specials for people who purchase wine from them. Small gift cards could be added to the Wall.
- Meetings – 1st Wednesday of the month. Nov. 2 is the first meeting. Groups will register to participate. At December meeting, letters will be packaged up for mailing.
- "Winner Takes All" game will be played at the auction. Highest bidder at each table wins the right to "take all" bids at their table and give to their designated group.
- We are offering staff a discounted ticket price. Valeurie and Leslie Starker will be attending the next staff meeting. They will make sure staff know about the discounted tickets, and Leslie will let them know that she is available as a resource if they need volunteers to help them (teachers).

Tax Form 990– Karen Russell

- Page 1 – Summary, Page 2 – what the PTA does, Pages 3-6 – questions about governance, page 7 and 8 – PTA board members, pages 9 -11 – financial details.
- \$10,000 "profit" from last year – no outstanding liabilities.
- Discussion concerning policies – we may want to adopt these policies: Conflict of Interest, Whistle Blower, Document Retention Policy. Karen can forward related documents to us as templates for a Wilson PTA set of policies.
- Karen said she would delete Committee Chairs from the Board listing, as it was discussed that Committee Chairs are not Executive PTA Board members.

Web master – Shawn Mershon

- Valeurie has forwarded info to our webmaster for updates to the site. Any other info needed on the website for Auction, Grad. Night, etc. should be forwarded to her.

Standing Rules – Valeurie Friedman

- Need to make revisions to the standing rules: Add Webmaster to officers paragraph. Also need to delete sentence in the election section: Any positions which remain unfilled as of the June meeting may thereafter be filled by vote of the Executive Committee.

Budget/Directory Discussion - Karen Russell

- Ellen Singer will meet with Karen to get a final budget ready for a general meeting vote in Sept.
- Add line item for Grad. Night in the budget - \$1500
- Directory – budget same amount as last year. We will print 30 over the orders this year. Karen is selling ads and listings this year. Leslie Baird will produce the business card ads. Disclaimer will be added to the directory – Wilson PTA is not responsible for content of the ad or something to that effect.

General Discussion Items

- Executive Board Meetings dates discussion – Next Meeting Thursday Sept. 21, General Meeting will be Monday, Sept. 26.
- Discussion about process of who will process what forms and checks first. Copies will be made for appropriate committee chairs. Auction info/copies will go to Carolyn Grill – Auction Treasurer. Karen will obtain Membership info and checks. Leslie Starker will obtain volunteer forms.
- PTA will follow up on small grant money that is available for this year. Let groups know about this.

Meeting adjourned at 9pm by President, Valeurie Friedman

Minutes respectfully submitted by Leslie Baird, Secretary