

**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, David Dacklin, Lisa Massinger, Suzanne Olsen

PTA Scholarship – Valeurie Friedman

- The Board will propose at the next General Meeting that PTA establish a scholarship fund. Discussion will include development of criteria and selection process as well as deciding on an ongoing funding source (possibly a dedicated fundraiser each year).

Treasurer's Report – Karen Russell, Valeurie Friedman

- Plant sale – PTA gained \$966.20, for the PTA general fund.
- Discussion about carry-over monies for Auction and Graduation Night events. Karen suggested that there be specific guidelines for carry-overs. \$5,000 for Auction (for seed money) and \$3,000 for Graduation Night were suggested as nice amounts. Also General PTA fund should have a carry over also.
- \$1500 was granted towards the Graduation Night Event
- Auction – PTA gained \$5656.27 towards the General Fund. Net proceeds from the Auction was \$64,094 – of those funds \$14,700 was raised for Wilson Foundation
- \$600 is still available for "Peer to Peer" counseling. The Board agreed that we need to remind Wilson staff that this grant was awarded for the 09-10, 10-11 school years and if these funds are not spent by the end of this year, they will need to resubmit a request for funding.
- \$10,000 is available in unrestricted PTA funds which doesn't include the monies gained from the auction.

Graduation Night – Valeurie Friedman, Suzanne Olsen, Karen Russell

- Meeting – June 6.
- Graduation Night financial discussion. There was some discussion about the confusion of the savings CDs and what that should be used for. Karen said that she was under the understanding that these left over funds were to be used for alumni reunion parties. Suzanne Olsen said that there was no written information about what these funds were to be used for. Karen suggested there should be clear guidelines created for use of these funds.
- Valeurie agreed to finish up the Committee Chair guidelines document and get together with Karen to finalize the document. This document could have some guidelines regarding this. Committee Chair Guidelines document could be discussed at the next Grad. Night meeting.
- Contract signing discussed - any contracts that need to be signed must be signed by PTA President, not committee chairs, or committee representatives.

Budget Process/PTA Meeting Discussion – Valeurie Friedman

- At the final general membership meeting of the year, the board will propose a preliminary budget for approval by the general membership. This will allow funds to be disbursed as appropriate before the first meeting of next year.
- An amended, final, budget will be presented to the membership in the fall.
- Karen will put together a preliminary budget for the meeting, and add a Grad. Night line item with monies that the PTA could plan to contribute to this event every year.
- We will vote on any new board members at the May General Meeting.
- PTA survey discussion. The board is interested in surveying the membership to help guide planning for next year. Survey could be passed out at next meeting and/or conducted online.

Volunteer Appreciation – David Dacklin

- Event will be held on June 1 at 9am. A poster will be created and signed by students to thank the volunteers. Monies will be used from PTA Hospitality budget for this event. There is no budget from the school for this event.

Senior Cook-Out – Suzanne Olsen

- Event will be held on June 2. This is for students and some parents. Students, parents will attend the assembly and cook-out will be held afterwards.
- Junior parents could volunteer to help out cooking the hamburgers. Need to find volunteers.

Meeting adjourned at 8:30pm by President, Valeurie Friedman

Minutes respectfully submitted by Leslie Baird, Secretary