

ELLA BAKER PTSA
GENERAL
MEMBERSHIP
MEETING

THURSDAY, SEPTEMBER 28, 2022

7:00-8:30PM

ONLINE

AGENDA

Welcome and Call to Order

Introductions

Business

Move to Record Membership Minutes

Review Standards of Affiliation

Update on Year-End Financial Review

Approve Standing Rules & Budget

Open Positions

PTSA Program Updates

Principal/School Updates

Adjournment

WELCOME



Nirali Shah
President



Alison Robinson
President



Eugenia Ho
Secretary



Jack & Sarah Emerson
Treasurers



Camille Bradshaw
VP, Enrichment



Zam Zam Kordi
VP, Enrichment



Reshma Kapoor
VP, Community



Lindsay Bradshaw
VP, Volunteers



Tiffany Sundelin
VP, Volunteers



Ashley Alexander
VP, Communications



Erin Cizmas
VP, Advocacy

2023-24 PTSA
Board of Directors
We look forward to
partnering with our
school community
this year!

WELCOME

INTRODUCTIONS

Please share and type in the comment section:

Your Name

Grade(s) of your Student

Are you a PTSA Member

BUSINESS

REVIEW

[May 2023 Membership Meeting Minutes](#)

Annual Financial Review

[Standards of Affiliation](#)

BUSINESS



WSPTA Standards of Affiliation Agreement for Local PTAs 2023 – 2024

In addition to the items listed below, local PTAs shall uphold the ethics, policies, and principles of PTA and shall not take positions in conflict with adopted WSPTA or National PTA positions, resolutions, or issues, or the values, mission, vision, and purposes of PTA.

For assistance with this checklist or help understanding any of the requirements, please contact council leaders (if applicable) or a region director. Additional resources, including review processes, are on the WSPTA website (www.wastatepta.org/pta-leaders/governance/).

Required By	#	Requirement	Fiscal Year	Best Practice/Specifics (WSPTA fiscal year is July 1 – June 30)	Responsible PTA Leader	Date(s) Completed
State of Washington	1.	Officers elected	Current	Officers were elected at a membership meeting (recommended before previous fiscal year-end). State law requires president, treasurer, and secretary.	Presidents	3/16/2023
	2.	Corporate Annual Report filed	Current	Filed by annual corporate renewal date (end of the month your PTA incorporated).	Treasurer	
	3.	Charitable Organization Registration renewed	Prior	OPTION 1: More than \$50,000 in gross receipts - required to file by May 31. OPTION 2: Not required to file - will file/update the optional filing. OPTION 3: Not required to file - choose not to do the optional filing. *Once an account is created with the Secretary of State, it must be maintained yearly.	Treasurer	
IRS	4.	Form 990 filed	Prior	Filed the appropriate IRS Form 990 no later than November 15 (or file the necessary extension and file by the deadline).	Treasurer	
Insurance	5.	Year-end financial review	Prior	Year-end financial review was conducted (recommended by August 31).	Treasurer	7/13/2023
WSPTA	6.	Officer names/contact info	Current	Entered names and contact information for all elected officers (and key non-elected positions such as membership, advocacy/legislative, Reflections, programs, and family & community engagement) in the membership database (recommended before previous fiscal year-end, update as needed.)	Secretary	6/13/2023
	7.	Budget approved	Current	Budget was approved by the membership (recommended before previous fiscal year-end).	President	5/18/2023
	8.	Standing rules approved	Current	Standing rules were updated as needed and approved by the membership (recommended at first membership meeting of the current fiscal year).	President	
	9.	Nominating committee elected	Current	Three members were elected to a nominating committee at least 30 days prior to the election of officers. (Recommended at the first membership meeting of the current fiscal year.)	President	
	10.	Insurance	Current	Purchased appropriate insurance (prior to November 30 to prevent lapse in coverage).	Treasurer	
	11.	Annual training	Current	Annually, at least one elected officer attends PTA and the Law, and all other elected officers attend at least one WSPTA-approved training before the year's WSPTA convention. Maintain documentation showing each elected officer satisfied the annual training requirement.	Secretary	
	12.	25-member minimum	Current & Prior	Had at least 25 members (or approved membership waiver) the prior fiscal year. Enroll at least 25 members for the current fiscal year no later than October 31.	Secretary	8/28/2023
	13.	Membership dues paid	Current & Prior	Membership dues paid in full for the previous fiscal year. Current fiscal year membership dues shall be paid upon receipt. Enter current fiscal year members within 30 days.	Treasurer	ongoing

BUSINESS

REVIEW AND APPROVE

Standing Rules

- Reallocate funds requiring a 2/3rds vote by BoD
- Acknowledgement of Policies

Budget

- Adjust Council Fund & Legislative Assembly for accuracy
- NEW - Professional Learning Grant \$750
- NEW -Contingency \$10,000

BUSINESS

OPEN POSITIONS

Committee Positions

- Nominating Committee (1-3 hrs/wk; few wks)
- Financial Review Committee (Jan 3hrs/July 3 hrs)

Chair Positions

- Communication - Reader Board
- Enrichment – STEAM, Garden, and Theater
- Advocacy – Legislative, Emergency Prep

BUSINESS



TREASURER'S YTD REPORT

Fiscal Year begins 7/1/23

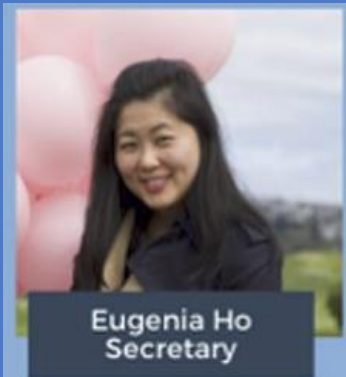
Starting balance (7/1): \$122,209.42

Ending balance (8/31): \$140,858.38

Key transactions

- General Donations \$953.00
- Membership & Dues \$673.00
- After School \$17,380.00
- Credit Card Fees (\$430.30)
- Benevity \$52.00

PROGRAM UPDATES



Eugenia Ho
Secretary

MEMBERSHIP UPDATES:

(As of September 28, 2023)

- **Staff:** 11 out of 60 staff
(Last year: 14 / 75 staff)
- **Families:** 45 Family & 18 Individual out of 344 Families
(Last year: 47 Family & 22 Individual / 375 families)

PROGRAM UPDATES

COMMUNICATIONS UPDATE:

Website ([Ashley Alexander](#))

Weekly Newsletters ([Ashley Alexander](#))

Social Media ([Dorothy Hatchel](#))

Reader Board (**need a chair**)



Ashley Alexander
VP, Communications

PROGRAM UPDATES



Erin Cizmas
VP. Advocacy

ADVOCACY UPDATE:

Legislative (**need a chair**) - Legislative Assembly Oct 21-22

Pantry Packs (**Aimee Palacios**) - Delivering 168 packs/month

Special Education (**Misha Trivedi**) - New chair!

Sustainability (**Crystal Fewtrell**) - Green Team; Compost bins in restrooms; KCGS Sustainable School

Diversity, Equity, Inclusion (**Thea Warner**) - Buddy Program; Potential Movie Night, Tack Action Club

Emergency Prep (**need a chair**)

PROGRAM UPDATES



Camille Bradshaw
VP, Enrichment



Zam Zam Kordi
VP, Enrichment

ENRICHMENT UPDATE:

After School

- After-School Classes (**Camille Bradshaw**) –137 students!
- Math Challenge (**Rui Hu**) – First Challenge available
- Reflections (**Zamzam Kordi**) – Entries due Oct 31
- Theatre (**need a chair**) - set for March

Daytime

- Art Docents (**Tayyaba Rehman, Meghan Arnold, Salma Saifee**) – Training 50+ Volunteers!
- Assemblies, Author Visit, Fieldtrips, Service Learning, Scholastics Magazines, Garden, STEAM, Student Leadership Clubs (**hope to support with PTSA Funds**)

PROGRAM UPDATES



Reshma Kapoor
VP, Community

COMMUNITY UPDATE:

Aug/Sep Events

- Meet & Greet
- Boohoo Woohoo
- Back to School Bash

Upcoming Events

- Nov 9 @ 7pm
- Feb, April, June



PROGRAM UPDATES



Alison Robinson
President

FUNDRAISING UPDATE:

Kindness Fundraiser (9/21-10/6)

Total Raised to date: \$4,325 (Goal: \$15,000)

Total AOKs to date: 178 (Goal: 500)

Participants to date: 85

Reminder: Clothing Drive (through 10/6)

- Gently-used kids clothing
- Gently-used Halloween costumes
- New childrens underwear

Thanks to Anita Yee, Alissa Finke, Lindsay Bradshaw, Camille Bradshaw, Camille Robinson, Kim Bilanko :)

PROGRAM UPDATES

VOLUNTEERS UPDATE:

Upcoming Volunteer Opportunities

- Oct 24 - Picture Day
- Nov 9 - PTSA Event
- Nov 28 – Retake Picture Day
- Dec 5 – Vision & Hearing Screening

Staff Appreciation

- August Lunch – Jersey Mikes
- Upcoming LEAP Lunches
– Oct 20, Mar 8, May 24



Lindsay Bradshaw
VP, Volunteers



Tiffany Sundelin
VP, Volunteers

PRINCIPAL
UPDATE

Welcome Principal Bilanko

UPCOMING

General Meeting: Feb 29 @ 7pm



Ella Baker Elementary

ADJOURNMENT

THANK YOU!