


EMS PTSA Quarterly Member Meeting – October 18th 2022

- **Attendees:** Manda Mangrai, Elena Luican, Molly Hepkin, Swati Das, Vera Choi, Jen Downing, Liying Cai, Katy Tonkin, Kristian Dahl, Tonya Lyle-Glaister, Susan Hauptman, Yi Tang, Molly Hepkin, Aspen Richter, Nina Weber, Kofi Appiagyei, Jessie Chou, Rhonda Winner,
- **Meeting Called to Order:** 9:36 meeting called to order. *Minutes from the May 9th member meeting approved.*
- Financials are always posted on the Evergreen PTSA website: [PTSA Finances and RepoMMrts \(evergreenptsa.org\)](https://evergreenptsa.org)

Principal's Report Kristian	<ul style="list-style-type: none">• Raised over \$35K from the fun run (!)<ul style="list-style-type: none">○ These funds pay for athletic buses, student activities at dances, and small celebration treats for the kids to enhance the school community culture○ These funds will all be used this year• Vision and hearing screening next week and will be done through one class period instead of pulling kids out one class at a time.• No school on Friday – LEAP• Music concert at EMS on Nov 1st• First school dance (neon nights is the theme) on Nov 4th• First Latin Nights next week for families who only speak Spanish on the 25th and 26th. Will assess the success of these events and see what else we can do to help build equity with our Latinx community.• Green team is up and running! Relying on kids to proactively sign up and participate. Kristian is still working on putting together the staff Green Team. Right now, Maria is overseeing kids in lunch room sort waste.• Aspen Richter is our new sustainability Chair. She will be representing both Evergreen and Alcot at the district level.																					
Treasurer's Report Jenn	<table><tr><td>Bank of America Savings</td><td>\$50,010.11</td><td>\$50,013.88</td><td>9/30/2022</td><td>Expenses</td><td>(\$5,824.16)</td><td>\$21,695.17</td></tr><tr><td>Paypal Clearing Account</td><td>\$362.45</td><td>\$23,130.91</td><td>9/30/2022</td><td>Ending Total</td><td></td><td>\$100,438.36</td></tr><tr><td>Totals</td><td>\$78,743.19</td><td>\$100,438.36</td><td></td><td></td><td></td><td></td></tr></table>  <p>BUDGET REMINDERS</p> <ul style="list-style-type: none">• We keep our savings as a buffer, which is a best practice that PTSAs learned during the pandemic.• PayPal also has a separate fee that we are charged no matter what. <p>INSURANCE REVIEW</p> <ul style="list-style-type: none">• We renew our PTSA insurance by October 31st every year. Below is a screenshot of last year’s coverage. We recommend that we make two changes:<ul style="list-style-type: none">○ Increase media liability from \$25,000 to \$50,000 to cover social media liability. Net impact on budget is \$20.○ We are adding inland marine insurance, which covers any PTSA owned property that we store at the school. This is primarily for our robotics club components. The net impact on budget is \$115.○ Total insurance cost increases = \$135. It’s reflected in the budget amendments below.	Bank of America Savings	\$50,010.11	\$50,013.88	9/30/2022	Expenses	(\$5,824.16)	\$21,695.17	Paypal Clearing Account	\$362.45	\$23,130.91	9/30/2022	Ending Total		\$100,438.36	Totals	\$78,743.19	\$100,438.36				
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	<div>or inappropriate actions this coverage would pay to defend you against those actions.</div> <div><div><div><div><div><div></div><div>PROPOSED BUDGET AMENDMENTS</div></div></div><div><div><div><div><div>• Change cover ex</div><div>MM</div></div><div>Manda Mangrai to Me (Direct Message)</div><div>Aspen motions to approve the budget , Elena 2nds.</div></div><div><div><div><div>• We are need to</div><div>EL</div></div><div>Elena Luican to Everyone</div><div>yes</div></div><div><div><div><div>• We are to add a</div><div>AR</div></div><div>Aspen Richter to Everyone</div><div>yes (budget as amended)</div></div><div><div><div><div>• We are of \$12,0</div><div>NW</div></div><div>Nina Weber to Everyone</div><div>yes</div></div><div><div><div><div>• We will This is fo It is ano</div><div>KA</div></div><div>kofi Appiagyei to Everyone</div><div>yes</div></div><div><div><div><div>• Increase summar</div><div>JC</div></div><div>Jessie Chou to Everyone</div><div>yes</div></div><div><div><div><div>• Add \$20 grant pr events a</div><div>Me to Manda Mangrai (Direct Message)</div><div>yes!</div></div><div><div><div><div>• Increase</div><div>KT</div></div><div>Me to Everyone</div><div>yes</div></div><div><div><div><div>• Increase for all ch</div><div>KT</div></div><div>Me to Everyone</div><div>yes</div></div></div></div><div>Aspen motioner count below.</div><div>Elena seconded. Vote</div></div></div><div><div>to “ePrep & Safety” so we can arking lot signs.</div><div>lget for general enrichment. We if \$600. No net impact on budget.</div><div>et for general enrichment. We need o net impact on budget.</div><div>in income and an expense</div><div>ssions budget to \$3,000.</div><div>sells at the school dances.</div><div>impact on budget.</div><div>in coverage. See insurance</div><div>SA grant fund. LWSD has a n’t have enough to fund</div><div>\$150</div><div>\$350 to cover certificates</div></div></div></div></div></div></div></div></div></div></div></div>
<div>President's Report</div> <div>Manda</div>	<div><div>Presidents' Report</div><div>Manda Mangrai</div></div> <div><div>•Present, approve findings of End of Year Financial Review</div><div>•Appoint Financial Review Committee – Ramesh Seela, Abhishek Agarwal, Dhiraj Sapru</div><div>•SOA – Standards of Affiliation</div><div>•Approve Standing Rules & Mission and Goals</div><div>•Elect Nominating Committee</div><div>•Seek nominations from the floor for EVP, VP of Advocacy</div></div> <div>Budget review results for the 2021-2022 school year:</div>

- **Section 1, 3e** – Same as mid-year review. Reimbursement forms must be signed by Chair/VP of the budget category before check is issued. If the Chair or VP is receiving the reimbursement, then the form should be signed by the next person in charge, VP, EVP or President.
- **Section 1, 5b** – Need donation forms for Ping Pong table, Foosball table and Air Hockey table.
- **Section 1, 5c** – Still need to sign a contract with the school indicating we are allowed to store robotics equipment, theater supplies, cash box.
- **Section 3, 8d** – Bank balance = \$78,782.13, less outstanding checks = \$70,190.31. This does not match the amount in line 8d
 - The beginning balance, plus income, minus expenses per treasurer's report should be \$80,378.69. Need to check for data entry error.
 - **UPDATE** – The beginning balance was incorrect. Instead of using the ending bank balance from 2020-21 (\$74,089.50), \$72,609.38 was used erroneously as it reflects \$1480.12 in uncleared checks as cleared.

ACTION: We need to have a contract with our school stating that we have certain items at the school. Manda will create a contract and have Kristian sign.

Jen motions to approve the 2021-2022 budget review. Katy seconds. Vote count below.

jenn Downing to Everyone

JD yes

kofi Appiagyei to Everyone

KA Yes

Elena Luican to Everyone

EL yes

Vera C to Everyone

VC yes

Aspen Richter to Everyone

AR yes

Nina Weber to Everyone

NW yes

Tonya Lyle-Glaister to Everyone

TL yes

Molly Hepkin to Everyone

yes

Jessie Chou to Everyone

JC yes

Me to Everyone

KT

yes

Susan Hauptman to Everyone

SH

Yes

Liyang Cai to Everyone

LC

yes

Rhonda Winner to Everyone

RW

Yes

Manda Mangrai to Me (Direct Message)

MM

Yes

Updates to the EMS PTSA Standing Rules

- Membership rules are always posted on the PTSA website: [EMS PTSA Standing Rules 10 18 22.pdf \(evergreenptsa.org\)](https://evergreenptsa.org/EMS_PTSA_Standing_Rules_10_18_22.pdf)
- Manda walked through the minor changes this year and asked for a vote to approve.

Susan motions to approve new updates to the amended rules. Jen seconds. Vote count below.

Tonya Lyle-Glaister to Everyone

TL

yes

jenn Downing to Everyone

JD

yes

Vera C to Everyone

VC

yes

Yi Tang to Everyone

YT

Yes

Liyang Cai to Everyone

LC

yes

kofi Appiagyei to Everyone

KA

yes

Elena Luican to Everyone

EL

yes

Nina Weber to Everyone



yes

Jessie Chou to Everyone



yes

Molly Hepkin to Everyone



yes

Rhonda Winner to Everyone



Yes

Aspen Richter to Everyone



yes (standing rules)

Me to Everyone




yes

MISSION AND VISION UPDATE

- The [new mission and vision](#) are now posted on the PTSA website. Manda asked for a vote to approve.

Katy motions to approve new mission and goals. Jen seconds. Vote count below

	<div><div>LC</div><div>yes</div></div> <div>Liying Cai to Everyone</div> <div><div>TL</div><div>yes</div></div> <div>Tonya Lyle-Glaister to Everyone</div> <div><div>JD</div><div>yes</div></div> <div>jenn Downing to Everyone</div> <div><div>KA</div><div>yes</div></div> <div>kofi Appiagyei to Everyone</div> <div><div>SH</div><div>Yes</div></div> <div>Susan Hauptman to Everyone</div> <div><div>VC</div><div>yes</div></div> <div>Vera C to Everyone</div> <div><div>YT</div><div>Yes</div></div> <div>Yi Tang to Everyone</div> <div><div>AR</div><div>yes (vision & goals)</div></div> <div>Aspen Richter to Everyone</div> <div><div>NW</div><div>yes</div></div> <div>Nina Weber to Everyone</div> <div><div>KT</div><div>yes</div></div> <div>Me to Manda Mangrai (Direct Message)</div> <div><div></div><div>yes</div></div> <div>Molly Hepkin to Everyone</div> <div><div>EL</div><div>yes</div></div> <div>Elena Luican to Everyone</div> <div><ul style="list-style-type: none">ACTION: Aspen potentially interested in the VP of advocacy. Manda to connect with Aspen to talk about accountabilities.</div>
Communication Vera	<ul style="list-style-type: none">Staff Favorites Survey – Results will be posted on our website.

	<ul style="list-style-type: none"> ACTION: Vera to include guidelines in Staff Favorites post around maximum cash value teachers can receive at any given time so we don't cause teachers to have to claim gifts as income.
Enrichment Update Liying	<div> <div>Partnership For Holistic Development</div>  </div> <ul style="list-style-type: none"> If there are any parents interested in new clubs or participating in existing clubs, please contact Liying. Reminder that communications about enrichment programs comes out on social and through the newsletter. Theater club has a max enrollment of 50 students. Registration hasn't opened yet, but will soon.
Membership Swati	<div> <div>MembershipSwati Das</div> <div> <ul style="list-style-type: none"> Total Memberships to date: <ul style="list-style-type: none"> 377 Families 23 Staff 16 Donated Fall Membership Drive <ul style="list-style-type: none"> Prize drawing for all who join by 10/31/22 – Tell your friends! Staff prize drawing for those who joined by 9/30/22 <ul style="list-style-type: none"> Donated staff memberships drawing at 10/21/22 staff meeting </div> <ul style="list-style-type: none"> Goal is to surpass 416, which is last year's membership! Please help spread the word. PTSA is a great way to help the school community. Reminder there are no requirements to volunteer or attend meetings. </div>
Fundraising Molly	<div> <div>FundraisingMolly Hepkin</div> <div> <ul style="list-style-type: none"> Fundraising totals to date: \$9,085, Goal = \$10,400 Pass the Hat drive and prize drawing Mod Pizza Night, Thursday, 10/27 all day at Redmond Ridge location <ul style="list-style-type: none"> We will get 20% of all orders (in store and online) Brown Bear Car Wash Fundraiser: Tickets will be available soon. </div> <ul style="list-style-type: none"> Don't forget about Mod Pizza Night! </div>

	<ul style="list-style-type: none"> Brown Bear helps organizations raise funds by selling discount vouchers for a basic car wash. We buy them for \$2, the organizations then sell them for face value (currently \$12). They don't expire so if we didn't sell all the vouchers for some reason, we can always sell again next year.
Activities Elena	<div> <div> Activities Elena Luican </div> <div> <ul style="list-style-type: none"> Tuesday, October 18th from 7PM to 8 PM: Principal/Parent Talk via Zoom Staff Appreciation Donations: \$2,180 Staff Appreciation Luncheon: Tuesday, October 25th- Football Tailgate Party <ul style="list-style-type: none"> Still need slots filled, Sign Up HERE Drop off items by 9:30 am on 10/25 </div> <div> <ul style="list-style-type: none"> Signups are out for staff appreciation – please signup if you can! Elena proposes providing lunch every other month. On the off months, we will provide snacks. </div> </div>

Meeting Adjourned: 11:17am