

RSPTSA Membership Meeting Minutes - Final

**Tuesday, September 12, 2017
6:30pm**

Location:

Mrs. Daman's Room, RSAR, Sammamish

Welcome & Call to Order:

Michele Johansen (co-president) called the meeting to order at 7:05 p.m. Michele welcomed new parents to RSPTSA. A quorum was present. Proper meeting notice was provided. Membership meeting attendance is included in the secretary's binder.

Introductions of Board of Directors

Michele Johansen (co-president) introduced attending BOD members: Michele Johansen (co-president), Cara Lee (co-president), Jenny Kolln (co-vice president), Andy Rees (co-vice president), Nikki Rehman (co-secretary), Tracy McFall Austin (co-secretary), Susana Valencia (co-treasurer), Allyson Wen (co-treasurer), Adrienne Czechowski (volunteer coordinator), and Judith Keyser (member at large). She also introduced Mrs. Karen Amaya (RSAR head teacher).

Approval of Minutes

Nikki Rehman (co-secretary) apologized for the late membership meeting notes from April 25, 2017. The minutes were reviewed and approved by meeting attendees.

Treasurer Report

- Susana Valencia (co-treasurer) provided the Treasurer's Report from June to August year-end. The standing balance as of 08/31/2017 is **\$73,067.43**. Checking balance is \$12,664.11. Savings balance is \$60,403.32.
- Allyson Wen (co-treasurer) advised that not all families have paid 2017/18 membership fees as yet (80% have). The members were advised that the membership fees are used in lieu of asking parents to undertake fundraising activities throughout the year. Allyson also advised that a few families have sent duplicate checks and she is currently working to ensure that the issue is resolved.
- Allyson Wen (co-treasurer) advised the membership that she had undertaken the mid-year 16/17 financial review of PTSA accounts and found accounts in order.

Budget 2017/18

- Susana Valencia (co-treasurer) presented the budget for 2017/18 as presented at the April 25 membership meeting and revised at the September 11 BOD meeting. The amount originally requested by the teachers was discussed by Susana, Michele, and Karen Amaya and written into the budget as \$21,000 as the Teacher's Annual Grant Request.
- Susana outlined some of the projects that are funded via the PTSA, e.g. 8th Grade Celebration, Campus Beautification, etc.

- Michele Johansen (co-president) advised that employer matching is starting to increase each year. Judith Keyser (member at large) advised that Microsoft offers matching for volunteer hours, and that members could access more information on the volunteer page of the RSPTSA website.
- A new member advised that members should also take advantage of charitable donations via Amazon Smile. The Board agreed to review and provide the membership with information on how to access Amazon Smile charitable contributions for RSAR.
- Budget proposals for 2017/18 were passed.

Motion to allocated additional PTSA funds.

- Michele Johansen (co-president) asked the members to approve an increase in the student assistance fund to \$1000. Michele also proposed an increase for guest speakers to the sum of \$6,500.
- Judith Keyser (member at large) proposed agreement to the suggested changes, which was seconded by John Daman. The motion was passed.

Business:

Introductions to RSAR staff.

Karen Amaya (RSAR head teacher) and other staff members introduced themselves to the membership. Karen advised that the RSAR curriculum night is Tuesday, October 3. On behalf of the PTSA, Michele Johansen (co-president) thanked the teachers for their hard work.

WSPTA Uniform Bylaws

Nikki Rehman read Article 5, Section 6 of the WSPTA Uniform Bylaws: "Officers and their election – local PTA and council." The section was noted by the membership.

Election of Co-President and Co-Treasurer.

Michele Johansen presented the nominations of Cara Lee and Allyson Wen for co-president and co-treasurer respectively. The nominations were accepted by the membership.

Motion to Adopt Standing Rules.

Michele Johansen (co-president) presented the Standing Rules, with small accuracy amendments outlined.

Lauri Martin proposed the motion, and Jaime Elias seconded. The standing rules were accepted by the membership.

Appointment of Nominating Committee and Financial Review Committee.

There were no volunteers for the Nominating Committee or the Financial Review Committee.

Reports/Updates:

Open Chair Positions 2017-2018

Adrienne Czechowski (volunteer coordinator) made a plea for parents to volunteer for currently vacant positions. She advised that currently there isn't a volunteer representative taking forward the work of the Reflections Committee. New member Lilach Aisemberg volunteered to take forward this work. There is also a vacancy for a volunteer representative to take forward the production of the yearbook. Rachelle Kiesel agreed to take forward the yearbook work.

Adrienne advised that the system for recruiting for the volunteer positions starts with emails, RSPTSA Facebook page, and then if there are urgent vacancies, Mrs. Amaya will send an email for urgent action.

Michele Johansen adjourned the meeting at 7:15 p.m. The next membership meeting will be in January 2018 (date tbd).

Upcoming Events/Reminders

- September 19-22: Outdoor Ed
- October 3: RSAR Curriculum Night
- October 28: Thrill the World, Redmond Town Center
- Check the RSPTSA website regularly for volunteer opportunities and PTSA information: www.rsar-ptsa.org

Submitted by Tracy McFall Austin and Nikki Rehman, 2017-18 RSPTSA co-secretaries