

**VMCCA PTSA
Meeting Minutes
September 12, 2017
Media Center
7:00 PM**

Welcome and Call to Order - President Yvonne Bryant

Introduction of New Principal - President Yvonne Bryant

Principal Update - Abby Stotsenberg

Abby introduced herself to the members and gave her background. She shared some of last year's data with the members. Overall she has been impressed with our students and how professional they seem.

Approval of Minutes (5 minutes) - Secretary Aletha Chrietzberg

Minutes were read and approved.

Vice President's Update (5 minutes) - Valerie Kadera

Treasurer's Update (5 minutes) - Valerie Kadera

Valerie Kadera presented the Treasurer's report in Heide Rumble's absence. A packet was handed out to the members. It was reported the taxes for PTSA would be handled by next PTSA meeting. Heide asked for someone to volunteer as an assistant to shadow Heide for assistance. Jennifer Dotson volunteered to help Heide.

It was announced that the Audit Committee needed one member to fill the member spot. Andrea Lynn volunteered.

Heide asked for one amendment to the PTSA budget. The Advanced Education visit was an item in the budget but this was a one-time event. This budget item is no longer needed. Ms. Stotsenberg requested that money be used for any staff appreciation weeks which are Custodian, Cafeteria...etc. This was voted and approved.

Student's Update (5 minutes) - Sascha Anderson-SGA President

Sascha shared that the students would like some help with their activities from the PTSA. Such as the Talent Show, Prom, and Winter Formal.

She was asked what she was doing to help promote the PTSA meeting so that more students would attend. There was discussion on getting more students involved.

Faculty Liaison - Jill Ray

Jill is helping with our school store. She reported there is a lot of student interest. She suggested that the school clubs run the store taking turns to share profits.

She brought up some items for discussion such as T-shirts vs specialty T-shirts. It was decided that the startup budget would be \$500. There will be no food.

The Board said they will discuss this topic at the next Board meeting.

Greenhouse Project (Naturescape) - Keonnie Walters

Keonnie presented a form for parent volunteers. Students need 10 hours of community service for the school year. This is a good way for them to earn those. Keonnie suggested we get donations for the project from the community such as mulch, newspapers, tools.... etc. There was a brief discussion on this topic.

Reflections - Jennifer Dotson

Jennifer explained briefly the Reflections Program. She stated we need a line item in the budget for this program to pay for such things like award, ribbons, gifts for judges...etc. The theme this year is "Reaching Out". Deadline for entries is first week of November.

Committee Update (10 minutes)**Celebrations:** Valerie Kadera

Valerie does not have a complete list yet for the whole school year. She gave out the dates she has so far.

Fundraising: Donta Jackson

Donta announced there is not enough participation for fundraising. She would like someone to take over this committee since this is her last year. She has not had the results as expected. Valerie announced she is shifting all of our sign ups back to Sign Up Genius. Yvonne asked everyone to reach out to the other parents to help. Jill suggested using a Reminder App to help parents also.

Yearbook: Yvonne Bryant

Keonnie and Sascha are heading up the yearbook this year.

BBQ: Jill Ray

Jill announced that we will be hosting a BBQ in Oct. The date was changed from Friday Oct. 6th to Friday Oct 20th because this is an Early Release day for the students. The location will be at the school. .

Adjournment Yvonne Bryant

Attendance

Yvonne Bryant

Valerie Kadera

Donta Jackson

Jill Ray

Jennifer Dotson

Andrea Lynn

Sophia Morgan

Abby Stotsenberg (principal)

Sascha Anderson

Keonnie Walters

Aletha Chrietzberg

Teckla McCain

Treasurer update 9/12/17 meeting

Fiscal audit was completed for the 2016-2017 school/tax year on 8/29/2017. It was sent to the board via email 8/30/2017. Attached is a copy of the audit.

During our board meeting on 8/29/17, the board proposed changes to the line items on the attached 2017-2018 school/tax year budget. Please vote on these changes so that we can have a working budget.

Taxes were filed on 9/7/2017. They were updated in Memberhub per the requirements of the NCPTA on the same day.

Attached is a current list of expenditures and pending items. This is valid as of August 31, 2017.

Please consider volunteering your skills or time to one of the positions listed in the attached sheet. We need your help.

Don't forget to join us for our first fundraiser, being held at the Garner Station Zaxby's down the road on 9/21/17 from 5-8pm.

Thank you all so much for your support!

-Heide Rumble, Treasurer & Communications Chair

Vernon Malone College and Career Academy Financial Annual Report

Fiscal Year:	2016-17	Data Prepared:	8/29/2017
Local PTA Name:	Vernon Malone College and Career Academy		
City:	Raleigh		
IRS Number:	47-1459656		
District & Council:	District 3, Wake County PTA Council		
ACTUAL RECEIPTS			
	Membership Dues		
	Local portion	\$	438.00
	Fundraising (total gross income)		\$4,138.23
	TOTAL RECEIPTS	\$	4,576.23
ACTUAL EXPENDITURES			
	Membership Dues (National and State, total \$4)	\$	372.00
	Student Programs	\$	1,237.61
	Teacher Programs	\$	577.14
	PTSA Operations	\$	2,166.57
	TOTAL EXPENDITURES	\$	4,353.32
	Amount Remaining for Next Year:	\$	222.91
RECEIPTS NOT BELONGING TO LOCAL PTA			
	State & National PTA Dues (93 members at \$4)	\$	372.00
	TOTAL	\$	372.00
DISBURSEMENT OF MONIES NOT BELONGING TO LOCAL PTA			
	Dues sent to State PTA office:	\$	372.00
	TOTAL	\$	372.00
<i>(The annual report should be sent to the appropriate PTA office at the end of the fiscal year, if required.)</i>			
The board was emailed with the audit 8/30/17 from the treasurer email. (hwr)			
Taxes (Form 990-N) were completed with the IRS and verified in Member hub 9/7/2017. (hwr)			
Actual Expenditures (Detailed)			
Student Programs			
	Meet the Teacher		165.83
	Honor Roll (3)		46.81
	Student Rewards		100
	Welcome Back (post-Flood)		234.95
	Prom		78.19
	Awards Reception/Pins		259
	Graduation Stoles - Honor		200
	Graduation Reception		152.83
			1237.61
Teacher Programs			
	Teacher Welcome Luncheon		92.52
	Early release lunches (3)		134.3
	Holiday Lunch 12/2		51.09
	Teacher appreciation week		0
	Teacher of the Year		206
	Teacher Birthdays		0
	Advance Ed Visit		93.23
			577.14
PTSA Operations			
	Wake County PTA membership		75
	Supplies/Training		68.7
	T-Shirts (50 shirts for Flight School)		387.5
	T-shirts 100 meet the teacher night		800.63
	Sweatshirts		541.22
	Sweatshirts 2nd order by request		219.91
	Parent relations		63.61
	Bank fee		10
			2166.57

2017-18 Budget

	Projected Expenses	Actual Expenses	Remaining Budget	Total Proposed Budget	\$5,404				
Student Programs				Remaining Proposed Total	\$5,112.52				
Celebrations									
Flight School - Orientation	\$0	\$0.00	\$0.00						
Senior Welcome	\$0	\$23.27	-\$23.27						
Meet the Teacher (2)	\$100	\$10.28	\$89.72						
Student Early Release Snack (3)	\$150	\$0.00	\$150.00						
Honor Roll (3)	\$175	\$0.00	\$175.00						
Student Rewards	\$200	\$0.00	\$200.00						
Homecoming Dance	\$150	\$0.00	\$150.00						
Spirit Week	\$75	\$0.00	\$75.00						
Block Party	\$150	\$0.00	\$150.00						
Prom	\$150	\$0.00	\$150.00						
Awards Reception/Pins	\$259	\$0.00	\$259.00						
Graduation Stoles - Honor*	\$0	\$0.00	\$0.00	*This line item is funded by the county.					
Graduation Reception	\$200	\$0.00	\$200.00						
Yearbook	\$1,000	\$0.00	\$1,000.00						
	\$1,609	\$33.55	\$1,575.45						
Teacher Programs									
Teacher Welcome Luncheon	\$200	\$182.93	\$17.07						
Early release lunches (3)	\$150	\$0.00	\$150.00						
Holiday Lunch 12/2	\$150	\$0.00	\$150.00						
Teacher appreciation week	\$100	\$0.00	\$100.00						
Teacher of the Year	\$250	\$0.00	\$250.00						
Advance Ed Visit	\$150	\$0.00	\$150.00						
	\$1,000	\$182.93	\$817.07						
PTSA Operations									
Insurance	\$400	\$0.00	\$400.00						
Incorporation	\$0	\$0.00	\$0.00						
Wake County PTA membership	\$75	\$75.00	\$0.00						
Sam's Membership	\$50	\$0.00	\$50.00						
Supplies/Training	\$150	\$0.00	\$150.00						
T-Shirts (50 shirts for Flight School)	\$400	\$0.00	\$400.00						
T-shirts 100 meet the teacher night	\$900	\$0.00	\$900.00						
Sweatshirts	\$600	\$0.00	\$600.00						
Sweatshirts 2nd order by request	\$220	\$0.00	\$220.00						
Membership Dues*		\$116.00	-\$116.00	*This is a placeholder for the monies that we collect for dues, going back to the county and the national PTA					
	\$2,795	\$75.00	\$2,720.00						

AUG

	As of 8/31/17			\$1,724.01		Current Balance	\$1,724.01
						Pending bank transactions	-\$17.00
	Beginning Balance as of 7/1/17	\$1,130.41		\$1,724.01	Current Bank balance	Remaining Expenditures	\$5,112.52
Date		Deposits	Expenditures	\$0.00	difference - should be zero		
7/11/2017	7/11 Bank fee refund Deposit	\$10.00					
8/9/2017	Yearbook sales at PTSA meeting	\$30.00				Projected Balance	-\$3,405.51
8/8/2017	Deposit 8/8/17 185 Membership, 210 Spiritwear, 20 dona	\$545.00					
8/9/2017	Walmart Ck 143		\$216.48				
8/15/2017	Heartland Membership Auto Deposit	\$5.97					
8/21/2017	Heartland Membership Auto Deposit	\$5.97					
8/21/2017	check 144 (PTSA Membership Dues qty 21)		\$84.00				
8/23/2017	Heartland Membership Auto Deposit	5.97					
8/29/2017	Heartland Membership Auto Deposit	5.97					
8/31/2017	PayPal Yearbook transfer	\$285.20					
		\$894.08	\$300.48	\$593.60	Total		
	Pending items	Deposits	Expenditures	-\$17.00	Total		
	Ck 142 Wake Co. PTA Council Dues		\$75.00				
	Deposit (Receipt # 0654-24) 10 Membership 30 Spirit	40					
	Ck 145 (PTSA Membership Dues qty 7)		\$28.00				
	Ck 146 (PTSA Membership Dues qty 1)		\$4.00				
	Deposit (Membership Dues)	50					
		\$90.00	\$107.00				

Explanation of August statement

We began the fiscal year on 7/1/17 with a balance of \$1130.41.

Everything that has cleared the bank has a date beside it.

*Please know that the Heartland Membership Auto, is our automatic membership dues that were collected via the new memberhub website.

Items that have no date beside them in the date column (at the bottom) are pending items. The insurance (\$400, unless we opt for terroristic acts insurance - another \$100) will be purchased in September, but is not yet on the list, as we await board approval.

Any other questions can be directed to me at the email vmccatreasurer@gmail.com, and I will be happy to answer them to the best of my ability upon my return.

People Needed	Title	Description of Work	Reports to	Aproximate time
3	Auditing Team Members	Review files online provided by the treasurer. Submit questions, and approval monthly.	Auditing Committee Head: Vice President	15 - 30 minutes monthly
1	Grant Writer	Seek and prepare grants of use to our PTSA. Coordinate with Treasurer to secure funds, and advise of legality of spending those funds.	Treasurer	unknown, as the treasurer is unfamiliar with the process, but willing to help.
1 - 2	Accounts Payable	Receives information from committee members about funds requests (events and fundraising), and prepares and files paperwork for the treasurer's approval.	Treasurer	1-2 hours per month
1	Signup Coordinator	Create sign-ups for events (as needed) in memberhub and track the responses.	Communications Chair <i>Coordinates with Celebrations Chair</i>	1-2 hours per month
1	Communications Writer/Editor	Creates announcement drafts for website and social meda platforms (Twitter, Facebook and MemberHub Emails). Coordinates with communication chair in a timely manner to get announcements out.	Communications Chair	3 hours maximum

People Needed	Title	Description of Work	Reports to	Aproximate time
1 - 2	Event Photographer	Responsible for taking photos at events that are suitable for use in communications and website releases. Reponsible for posting provided signage at events. Responsible for ensuring that those not wishing to have their photos taken are deleted from scenes prior to posting, and for collecting their information.	Communications Chair	3 - 4 hours depending on amount of events per month
1	Assistant Treasurer (treasurer in training)	Meet with treasurer once per month to learn duties in peperation to assume the duties upon confirmation of nomination next year.	Treasurer	2 hours per month