

May 9th Evergreen MS PTSA Quarterly General Meeting

Attendees: Manda Mangrai, Elena Luican, Liying Cai, Kristian Dahl, Michelle Zhou, Cindi Lu, Katy Tonkin

Absent: Mei Zhang, Tanvi Sharan, Yvonne Klause, Wei Luo

Quorum Present

Meeting Called to Order: 10:07 am

<p>Principal's Update Kristian</p>	<ul style="list-style-type: none">• SBAs start next week. Schedule will be posted on the school website• 8th grade celebration June 15th• Teacher evaluation's due June 1st• No school (Leap Day) on Friday May 27th• Covid cases still low at the school. Two or three cases a week. Students are typically able to return after the 5 day quarantine as well, reducing the time that they're missing class.• 5th grade tour on June 7th. Come during the day, eat lunch at EMS, and get acclimated. Kristian hopes to host a parent tour next year.• Open House:<ul style="list-style-type: none">• 6-8p on June 7th• ACTION: Manda to get confirmation from Mr. Peterson on the performance times/plan.• ACTION: Katy to look at Plaza Garcia food truck• ACTION: Get trucks booked by May 13th• ACTION: Manda sent Kristian the event flyer and he will put it in the weekly announcements and his weekly emails• Grants – we have \$431 left in the budget<ul style="list-style-type: none">• ACTION: Manda will reach out to Kristian about instrument cleaning to see if there's an opportunity for us to reimburse the school an additional \$431 in place of bus transportation. The board can approve via email.• Manda filled out the facility use form for the volunteer event on June 14th. The event will be in front of the school at 8:30a.• ASK: Kristian would like a few parent volunteers to flag cars all the way north in the lower lot when dropping off students the week before school is out.<ul style="list-style-type: none">• ACTION: PTSA will send out a signup genius for signups
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Treasurer's Report
Michelle

Treasurers Report **Cindy & Michelle**

- Monthly Treasurers Report ([link](#))
- Apr. Income (\$739; YTD \$52,157)
 - Robotic Club matching & fee income: \$160;
 - Math Club corporate matching: \$538
- Apr. Expense (\$1,940; YTD \$31,611)
 - Fun run donation transfer: \$550;
 - Membership fee to LWPTSA/WAPTA: \$153;
 - Robotic Club expense: \$137;
 - Math Club expense: \$712;
 - OSP subscription renew: \$200;
 - Annual report and charity renew fee: \$60

Restricted Cash				
	Carry over	Income	Expense	YTD Balance
Emergency Prep	3,310	1,340	-	4,650
Robotics Club Fund	1,858	10,515	6,023	6,350
Math Club Fund	3,286	3,366	3,690	2,962
Science Club Fund		3,680	2,556	1,124

Teacher's Grant & Curriculum Enrichment (8.5K)			
Month	Paid	Approved not paid	Budget Balance
			8,500.00
Apr YTD	5,019	3,050	431

Staff Appreciation				
	Income	Paid	Expected payment	Budget Balance
Apr YTD	2,877	1,374	271	1,233

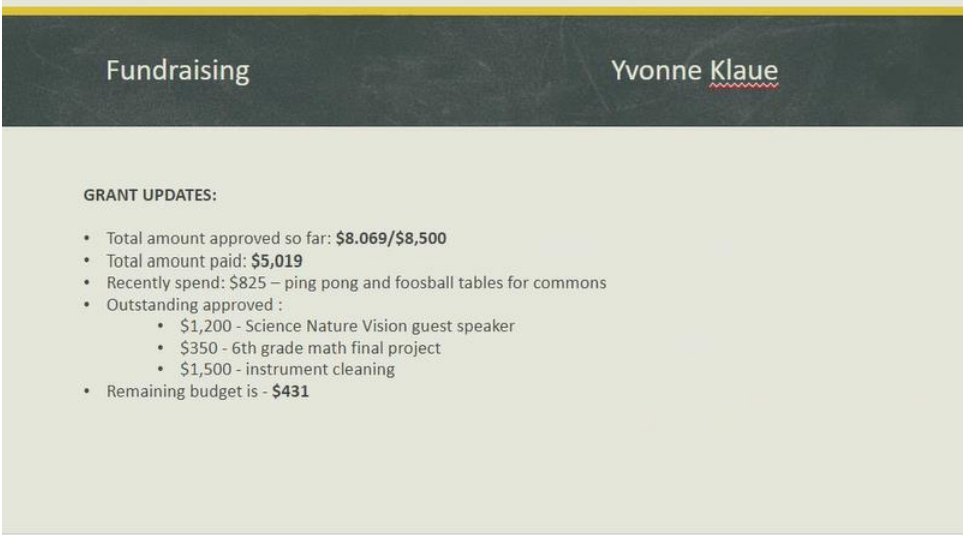
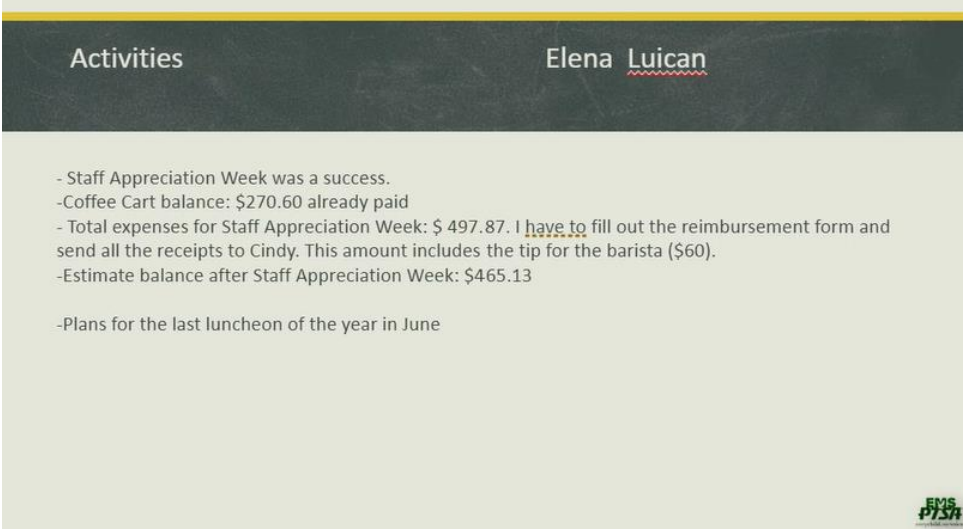
- Affinity programs are miscellaneous donations through passive fundraising such as restaurants, etc. In the 2022-2023 budget.
 - **ACTION:** Michelle to change the name of affinity programs to passive donations and add another income line-item for miscellaneous fundraising w/income and expense of \$0
 - **ACTION:** estimate the club income/match for the budget, knowing that this isn't final until we get to the end of the year so we have an estimate before the member meeting on Thursday
 - **ACTION:** reduce the emergency prep to \$800
 - **ACTION:** remove the holiday gift cards line item

President's Report
Manda

Presidents' Report **Wei Luo & Manda Mangrai**

- Final Review of Budget 2022-23
 - 2 Teacher Stipends for Eagle Time
 - Increase Grants, Digital Assets, Founders' Day, Volunteer Recognition
 - Add fundraising expense, general enrichment, beautification, Levies and Bonds donation
- Review Standing Rules, Enrichment Policy
- Motion to reallocate funds to 8th Grade Graduation
- Outgoing Officers please clean up email account and schedule hand off meet with incoming officers
- UPDATES:
 - Tanvi will stay on the board through 6/30
 - Membership discounts
- Important Dates
 - GMM 5/12, 6:30-8
 - WASPTA Convention 5/20-22
 - ASB Dance 5/20, RSVP requested
 - Open House, 6/7
 - Volunteer Appreciation Coffee 6/14, 8:30
 - 8th Grade Graduation 6/8 & 6/15
 - Last Board Meeting 6/6 or 6/13? Lunch?

- **ACTION:** Moving \$500 from unexpected expense to 8th grade graduation
 - *Motion: Katy | Second: Michelle*
- Budget of \$1400 for open house
- New board starts July 1st
- **ACTION:** Outgoing board members need to clean up their role specific email accounts (Mei, Cindy, Michelle, Tanvi, Yvonne).

	<ul style="list-style-type: none"> • Membership discounts need to be insignificant because programs and offerings should be for all the students and families. We will find other ways to appreciate our members. • ACTION: Manda to contact Financial Review Committee (FRC) members, Mei and Lanza, to confirm they can still serve on FRC for End of Year review. Otherwise, will seek new volunteers at membership meeting.
<p>Fundraising Report Yvonne (not present)</p>	 <ul style="list-style-type: none"> • We updated the total amount approved to \$8,069 from \$5,019 for clarity. That way it's reflective of the 2021-22 budget all-up. • Confirmed with Cindy the remaining balance of \$431 as noted above in the principal's update
<p>Enrichment Update Liying</p>	<ul style="list-style-type: none"> • Most activity is done for this school year • Starting to prep for next year & recruitment of chairs and coaches • Clubs are working on how they will show up for the open house on June 7th. Similar to back-to-business yet focused on the achievements of this school year. • 3 or 4 of the club volunteers will be at the volunteer appreciation tea/coffee
<p>Activities Elena (not present)</p>	 <p>- Staff Appreciation Week was a success. -Coffee Cart balance: \$270.60 already paid - Total expenses for Staff Appreciation Week: \$ 497.87. I have to fill out the reimbursement form and send all the receipts to Cindy. This amount includes the tip for the barista (\$60). -Estimate balance after Staff Appreciation Week: \$465.13</p> <p>-Plans for the last luncheon of the year in June</p>

Meeting Adjourned: 11:36am