

## Endeavor PTC Board Meeting Minutes

**June 30, 2014**

**Present:** Ann McGuire (Coordinator), Christina Chenier (Treasurer), Michelle McCloud (Secretary)

**Next meeting:** Not Discussed

**Action Items:** Highlighted in **Orange**. Updates shown in **Purple**.

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### I. Announcements

No specific announcements. Discussed the 6/26/14 general meeting – attendance, how it ran, etc.

### II. Discussion

- **Budget:** Based on the last Treasurer's report and expected summer expenditures, Michelle has estimated that next year's operating budget will be right around \$12,000. Christina will have the final number closer to the end of July, after all costs for the year are posted.
- **FY 14/15 Proposed Budget - Revenues**
  - Discussed each line in the Revenue/Fundraiser section and decided to propose the following fundraisers for FY 14/15:
    - Box Tops/Labels for Education
    - Carnival
    - Coupon Books
    - Little Caesars
    - Popcorn
    - Community Rewards
    - T-shirts
    - Wrapping paper (possible-depends on timing of other events)
      - Our goal is to earn a 50% profit on all outside fundraisers. We are willing to forgo this in the case of the Little Caesar's fundraiser, since this is very popular and beneficial for the families
- **FY 14/15 Proposed Budget - Expenditures**
  - Discussed each line in the Expenditure section
    - **Fundraisers** cover their own costs, so these costs were reviewed, but not in detail. Estimated fundraiser costs based on past history.
    - Discussed Other Expenses by line item and decided the following:
      - **Accounting expenses** - Will be removed, since this cost will not be needed while running our financial business through KPS
      - **Endeavor Direct School Support** – Discussed the level of support that was provided to the school in the past and the type of expenses it covered. **Still need to decide what level will be provided and what types of costs will be covered. UPDATE: No decision made. Will wait to hear from Mr. Quada about school needs.**

- **Endeavor PTC supplies** – No discussion. These are on an as needed basis. Quite a few items are available in the storage room and Jenny has some items as well.
- **Fall Open House** – Will continue this expense. Past history has shown that we spend between 150-\$200 on this event.
- **Family Movie Night** – No discussion. **Need to decide if we will have this event again and what the costs for the event(s) might be. UPDATE: We will have at least one of these events. Will need to vote at the 7/8/14 meeting about whether we will have 1 or 2 events.**
- **Mileage Club** – No discussion. **Need to decide if we will support this cost moving forward and at what level.**
- **Spring Field Day** – No discussion. **Need to decide if we will support this cost moving forward and at what level. UPDATE: Will lower budget projection to \$25 to reflect FY 13/14 spending.**
- **Teacher Appreciation Events** – Discussed conference meals and providing lunch and dinner, as opposed to dinner only. Need to factor in Teacher Appreciation Day and the birthday card program that was started this past year. Ann knows someone that might be willing to handle the teacher birthday card/gift program. **She will touch bases with them. At what level will we support these events? UPDATE: The events that we want to support will require a higher budget. Still need to decide what level we can afford to support these events.**
- **Teacher/Staff Proposal** – Will be removed. No funding for this item in the upcoming year. Might become part of the Endeavor Direct School Support.
- **Teacher Startup costs** – Will continue this cost. Ann suggested \$100 (or whatever amount we decide) Staples (or some other office supply store) gift cards, in lieu of requiring expense reports and receipts. Everyone thought that this was a great idea. **Christina will touch bases with Karen Slaby to find out the tax implications for teachers, by going this route. UPDATE: Karen Slaby contacted. Purchasing gift cards is okay.**
- **Lanyards for Teachers/Volunteers** – New item. Will provide lanyards for all teachers/staff and volunteers. Ann has priced school lanyards at about \$180. Everyone agreed that this is a great idea that will foster school pride. **UPDATE: Ann would like to increase this \$\$ amount to \$250.**
  - **Christina will prepare a proposed budget based on our discussions of the above items,** which will be presented at the July 8<sup>th</sup> meeting. **We will discuss certain items of the budget and ask for input. What items will be discussed?**
  - Based on the discussions, the proposed budget will be adjusted, based on board conversations, and then presented at the August meeting for approval.

### III. Roundtable

**Bylaws** – Discussed updating the bylaws and what this entailed. Decided that the document should continue to be an overall guideline for the organization that doesn't get into the weeds of operation. **We will update the bylaws for any name change, as well as to correct the fiscal year. The Board will review the document thoroughly before the next meeting and decide if anything else is substantially wrong and needs to be changed. The officer section should be reviewed and updated. The layout of the officer hasn't been reflective of the organization in quite some time. UPDATE: This will be placed on hold until an announcement can be placed in the school bulleting, per Ann.**

### **Fundraising**

- Ann suggested, and everyone agreed, that a fundraising committee should be organized to plan all fundraising events.
  - **We will propose our list of fundraisers at the next meeting and see if there are any other suggestions from those at the meeting.**
  - **The board will take the suggestions provided at the meeting and make a final decision about the fundraisers that we will engage in for the year.**
  - A fundraising committee will be formed to plan and manage each selected event.
  
- Coupon Books – We decided that since most every school in the district sells coupon books, **we should plan ours similarly to last year and start it as soon as the school year starts.**
- T-Shirts – We will buy more t-shirts this year and need to find a vendor. We have the information on file for the previous vendor, but want to look to see if others are available and offer competitive pricing.
  - The T-Shirt will be redesigned. **We will ask for suggestions at the July 8<sup>th</sup> meeting, but will also present a couple of ideas, including:**
    - Engaging the Art Teacher to help with the design;
    - Having a student contest to come up with a design
    - The teachers suggested red/black for the colors and asked if it was possible for us to become Falcons and ditch the Eagles. We didn't feel like we had any part in deciding on what the school mascot is and will leave that decision to the Principal.

### **Other Discussion & Items to Consider**

- Communications with the teachers/staff - Discussed a bit. Hoping that email newsletters and attending staff meetings once a month will help resolve any issues
- **Suggestion/Question: Should we buy gifts at the beginning of the year for the office staff in an effort to garner support and show them that we appreciate their help?**
- **Suggestion/Question: Endeavor Direct School Support**
  - Ann inquired about receipts from the school and the need for them. Michelle explained the history on the receipts and the overall purpose for the documentation being provided. **If we provide support this year, we need to decide what sort of documentation we will require from the school to support the funding and the related expenses.**
  - **If we provide this funding to the school, should we produce some kind of signage that would clearly indicate that this has been provided “by the Endeavor PTC”?**

- **Not discussed, but decision needed** – Endeavor NEST (PTC) name change. **What do we want to change the name to? Can we change the name on our side, without changing the name at the District level? What are the advantages/disadvantages to joining the PTO vs. PTA?** Both are nationally recognized groups that provide a vast array of benefits to their members. When deciding on what type of organization we want to be, we should consider these items.