



## PTA General Meeting Minutes for January 21, 2014

Board members present: VP of Community, VP of Development, Communications Secretary, Assistant Treasurer. Quorum was met.

**I. CALL TO ORDER.** The meeting was called to order by the VP of Community at 8:25 am.

### **II. APPROVAL OF THE MINUTES.**

Communications Secretary offered members hard copies of the minutes. VP of Community requested a motion by membership to accept the minutes. Motion was made and seconded. Minutes approved.

### **III. PRESIDENT'S REPORT.**

- The VP of Community opened with announcements:
  - The new board members in attendance were introduced.
  - Parents should use the PTA website <http://ps133brooklyn.org> as the main source for school information along with class parents.
  - Budget committee, audit committee and nominating committee are looking for members.
- The VP of Development discussed our fundraising efforts.
  - We use the money we raise to fund arts, music, studio in a school, theater for a new audience, performing arts and extra curricular activities.
  - We are looking for volunteers for spring auction.

### **IV. PRINCIPAL'S REPORT.**

Asst. Principal Deanne McGhie spoke.

- About outdoor play during the winter: Our kids benefit from vigorous exercise and will be going out for recess unless it is snowing, there is ice on the playground, or the wind chill or temperature is below 0°F (-18°C).
  - For more information: <http://www.nyc.gov/html/doh/html/environmental/hypothermia-stayingwarm.shtml>
- The school had its quality review visit from the DOE. The official report is coming at the end of January and will be discussed at the next PTA meeting.
- Progress reports will be coming home in backpacks on January 30.
- The school is also developing new afterschool programs from 3-4:30 for students in grades 3-5 that will focus on literacy and math

### **V. TREASURER'S REPORT.**

Assistant Treasurer provided an overview of Income and Expenses.

#### December 2014 Income:

- Contributions: \$31,034.48.
- PS133 Merchandise: \$299.68
- Amazon and Farmigo Partnerships \$328.01
- Winter Fair: \$3,127.19
- Total Revenue: \$34,789.36

#### December 2014 Expenses:

- Teacher Appreciation: \$449.86
- Winter Fair: \$454.00
- Administrative: \$20.00
- Student Enrichment: \$8,200.00
- Total Expenditures: \$9,123.86

Net Revenue: **\$25,665.50**

Month End balance: **\$98,888.84**

**VI. VOTE ON ADJUSTMENTS TO THE BUDGET.**

Assistant Treasurer presented proposed budget changes:

- Reductions to Income:
  - Annual Appeal from \$180,000 to \$75,000
  - Merchandise from \$8,000 to \$5,000
  - Bake Sales from \$2,300 to \$1,500
- Increase to Income:
  - Now Extended Day from \$8,000 to \$56,000
- Reductions to Expenditures:
  - International Pen Pal Program from \$2,000 to \$0
  - Friday Club Assistance from \$1,500 to \$0
  - French Move Club from \$500 to \$0
  - New Year Cultural Festival from \$2,500 to \$0
  - Committee Assistance from \$2,500 to \$1,500
  - PTA General Membership Meetings from \$2,000 to \$1,000
  - Printing from \$5,000 to \$2,500
- Increase in Expenditures:
  - Afterschool Programs – Now Extended Day from \$0 to \$45,500
  - Accounting from \$500 to \$1,500
- Budgeted reserves for 2015/2016 school year: \$25,855.00
- Assistant treasurer motioned to vote, the motion was seconded, and the resolution approved.

**VII. VOTE ON WRITING CHECK TO THE SCHOOL.**

- Assistant treasurer requested approval to write a check to the school for \$23,900, which would cover the Studio in the School program 100% for the 2014-2015 school year. Check would be presented to Principal Foster-Mann at February meeting. Reasons for motion were discussed:
  - Studio in the School program in total costs \$29,300.
  - School paid for \$5,400 to Studio in the School and \$18,500 for an Aide for the program, the PTA paid for \$5,400.
  - The PTA's goal for this school year was to pay for Studio in School program 100%
  - Writing this check to the school will in no way leave us without money to continue to cover other budget items, but because Annual Appeal did so well, we wanted to pay the school sooner rather than later.
  - We are confident we will be able to cover the other programs we wanted to pay the school back for by (if not before) the end of the year, which are another \$10,000 for Playworks and \$4,720 for Theatre for a New Audience.
- Assistant treasurer motioned to vote, the motion was seconded, and the resolution approved.

**VIII. VOTE TO APPROVE OF CHANGE TO THE EXECUTIVE BOARD.**

- VP of Community explained that one of Co-Secretaries of Communications stepped down due to a conflict of interest. Membership voted on whether to permit the other Communications Secretary to hold it alone.
  - VP of Community motioned to vote, the motion was seconded, and the resolution approved.

**IV. VOTES TO AMEND BYLAWS.**

- Amendment to add the position of VP of Extended Day: VP of Community read the amendment and addressed any questions. Then Carlos requested a motion to vote.
  - A member motioned to vote, the motion was seconded, and the resolution approved.
- Amendment to update the Conflict of Interest Policy to make bylaws compliant with CR A-660.
  - VP of Community read the amendment and addressed questions.
  - A member motioned to vote, the motion was seconded, and the resolution approved

**IV. NEW BUSINESS.**

VP of Development invited the Fundraising Committee to address membership.

- The Fundraising Committee proposed a school movie night.
  - Expenses for approval: Cost to get up and running: \$425 movie license + \$100 banners + \$250 Food expenses = \$625.
  - Fundraiser for approval: The event becomes a fundraiser when viewers pay a suggested donation and buy concessions.
  - Kathryn motioned to vote, the motion was seconded, and the resolution approved

**VI. ANNOUNCEMENTS.**

- Carlos announced that the next meeting is February 12 – the 2<sup>nd</sup> Wednesday instead of the 3<sup>rd</sup> Wed in the month, due to February Recess.
- Carlos invites Committees to report.
  - Garden Committee meeting Friday, January 23rd, after drop off in PTA office
  - Green Committee meeting on Thursday, January 22nd after drop-off in the cafeteria.

**VII. ADJOURNMENT.** On motion of the VP of Community, the meeting adjourned at 9:22.

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