

**Somerset Elementary PTSA
General Membership Meeting Minutes
Somerset Elementary
Tuesday, October 23, 2018, 7:00PM**

Quorum present? Yes

Notice Given? Yes

Attendance: Christine Lee, Bonnie Lau, Emilie Castle, Xiaohui Ge, Vivian Chen, Debbie Chiu, Yan Zhou, Andrea Wohlan, Francine Wiest, Edward Huang, Bisa Meek, Aparna S., Chad Smithson, Sandrine Gupta, Katherine Ma and Hu Dong

Meeting Minutes: Christine Lee called the meeting to order at 7:07PM.

1. Administration

Motion:

- Emilie motioned to approve agenda and the motion was seconded by Andrea and approved.
- Andrea motioned to approve minutes from the 6/20/18 general membership meeting minutes. The motion was seconded by Debbie and approved.

2. Financial Review:

- Andrea and Loan finished the 2017-2018 financial review in July, 2018. Vivian reconciled \$130.28 overage on the report for the Jan-Feb statement. Andrea motioned to approve 17-18 Financial review and the motion was seconded by Debbie and approved.
- Emilie, Christine and Vivian are official check signers for 2018-2019
- 2018-19 Financial Review Committee are Xiaohui Ge, Katherine Ma, Bonnie Lau and Loan Bui. They were introduced to all members who attended the meeting.

3. Amendment to Current Budget (2018-19)

- New budget requests for Chess Club and Math Adventure: Chess Club income increases from \$16,000 to \$27,750 and expense increases from 13,000 to 21,645. Math Olympiad income increases from \$1,200 to \$5,140 and expense increases from \$1,000 to \$3,760. Vivian motioned to approve chess club and Math Olympiad budgets with these changes and the motion was seconded by Xiaohui and approved.
- Francine mentioned whether to keep lines for Literacy Support/Math Support/PBIS/Professional Development/Writing Support in 400 Grants to School in Budget. There are \$0 in lines for years. In addition, BSD doesn't allow PTSA to fund professional development anymore for the last two years due to equity issues. Francine motioned to remove these items from the budget and the motion was seconded by Aparna and approved.

- Though Our School Pages (eNews/eBlast) is \$0 in line, Katherine suggested to keep eNews/eBlasts budget line since we switched to free eNews/eBlast distribution less than two years ago. We will have to pay if our school expands or no more free distribution is available. Emilie suggested to keep Walkathon line as Walkathon can be a community building event.
- Vivian motioned to approve overall budget and the motion was seconded by Aparna and approved.

3. General Business:

- In Standing Rules, Francine suggested to change STEM Night to STEM Activities, which include STEM Night, Poster Night, Egg Drop and STEM Assemblies. Christine suggested to remove Choir from Programs and change Holiday Maker Market to Somerset Maker Mall. Andrea motioned to approve these changes in 2018-19 standing rules. The motion was seconded by Xiaohui and approved. Christine will send new Standing Rules for Vivian to update Financial report and to Katherine to update our website.

- For PTSA Mission and Goals, Francine suggested to add each and every child... and change laptop computer to capital equipment. The Somerset PTSA Mission and Goals are:

“Our mission is to support the education, health, and welfare of each and every child at Somerset Elementary School. As part of the Washington State PTA, we are a nonprofit membership association bringing together the home, school, and community on behalf of our children. We influence legislation to promote better education at school and improve health and safety on the way to school and at school. We provide enrichment programs for children and parents through extracurricular activities and parenting classes. We make the school a better place to learn by funding instructional aides, curriculum enhancement, and capital equipment. In essence, we bridge the gaps in our children's education, health, and welfare needs when federal and state budgets come up short.

To achieve this mission, our goals include, but are not limited to the following:
 Support the education of our children. We offer classroom grants for our teachers, instructional aides for our classrooms, and curriculum enhancement for our children.
 Promote community among Somerset's students, staff, and parents. We offer educational, social community-building events and activities throughout the year.”

The Andrea motioned to approve PTSA mission and goals and the motion was seconded by Vivian and approved.

4. 2018-19 Executive Committee (EC) and Board of Directors (BOD):

- Vote in for PTSA Board Members of 2018-2019
 Co-President – Christine Lee and Bonnie Lau
 Secretary – Katherine Ma

VP Communication – Andrea Wohlan
Co-VP Programs – Xiaohui and Aparna Sambamoorthy
Co-VP Ways and Means – Emilie Castle and Debbie Chiu
Co-Treasurer: Vivian Chen and Yan Zhou

- Board Members: Loan Bui, Chad Smithson, Francine Wiest, Hui Zhao, Aileen Wu, Sonya Elder, and Cayce Truong
For EC and BOD members, all members are required to attend monthly BOD meetings as many as possible. Please let Katherine know in advance for the absence. If one member has two consecutive unexcused absences, this member will be removed from BOD when he/she has the third unexcused absence.
- Teacher Rep. for Somerset PTSA are Ms. Tanning and Mr. Brown.
- Nomination Committee members are Vivian Chen, Yan Zhou and Hui Zhao. Aparna motioned to approve Nomination Committee and the motion was seconded by Andrea and approved.

4. Executive Committee Reports:

- 2018 Fall Fundraising Drive: Emilie reported we received \$70,063 in this Fall Fundraising Drive, comparing to \$86,873 last year. But there are 80 families less than last year. Corporate matchings are under request currently.
- 2019 Auction: Hu Dong and Cydian Kauffman are our Auction Co-Chairs. 2019 Auction will be held on Saturday, March 23, 2019 in Bellevue Hilton. This year's Theme is 'Million Dreams'. We are in the procurement process. Video Producer volunteers are needed for raising paddles and business owners are welcome to donate.
- Membership: we have 707 members now and 100% teacher memberships.
- Programs update:
 - MO: training materials/tutorials are online and have sent to parents.
 - STEM Family Night: advertising is around school. Volunteers are needed for STEM Night.
 - Movie Night: Friday, 11/2.
 - Reflections Art Show: deadline for submission is on 11/2 and Art Show is on 11/16
 - Math Adventure: registration deadline is 11/7.
 - Somerset Maker Mall: on the calendar
- Communication: Bulletin board and windows outside school are for advertisement.

Meeting adjourned at 7:57pm.

Signed by: Katherine Ma, Secretary, 10/25/18