

Willoughby Eastlake School of Innovation

Parent Teacher Organization – General Meeting

Minutes – October 26, 2015

In attendance: Bill Boxler (President), Al DiFranco (Vice-President), Steve Adkins (Treasurer), Diane Lloyd (Communications Secretary), Kristen Werden (Recording Secretary), and Brian Patrick (Principal)

Members*: Rena Perchinske, Stacey McGuigan, Melissa Toppings, Carly Martin, Sasha Ukmar, Matthew White, Paul Garcia, Keri Rowe, Erin Sikora, Sharon Saracene, Kelly Szakal, Krissy Klouda

*Some names are missing. Perhaps the sign-in sheet did not reach everyone in meeting.

7:03 PM meeting called to order

Introduction of Board Members

Sign in sheet passed around to gather contact info.

Unanimous approval of minutes from last meeting.

Brian – Update of the school activities/events

- Superintendent Steve Thompson visited the school. The kids presented. They talked about ideas for a new outdoor playground and outdoor classrooms.
- Lorax presentation. Realized they need better video equipment.
- Fun games planned for Halloween party. Catapulting of pumpkins in parking lot.
- In the future, if they need volunteers for events and parties, they will let parents know. No official holiday party volunteer schedule has been made yet.
- Conferences are taking place soon. Students MUST attend as these are child-led.
- Letters to sailors
- Clap in for Veterans on Veteran's Day (11/11/15). Approximately 9:30am – 10am. Open to public.
- Brian attended conference at Case Western. SOI is right on schedule, if ahead, with where they want students to be.

Steve – Treasurer's Report

- We are 'officially' a 501c3. All applications have been accepted.
- We are an 'Ohio Domestic Non-Profit Corp'.

- Bill – This status allows you to deduct donations to our PTO.
- We do not have to pay or collect sales tax. Proper forms must be given to vendors when transacting.
- See attached spreadsheet below for current P/L Statement on page 5.

Parent Comment/Suggestion: Can we pay with cash for the upcoming WBC fundraiser tickets? Yes. We will accept cash at the door but prefer credit card payments via online link.

Parent Comment/Suggestion: Donut/muffin budgets seem high. Why? Our goal is to slightly inflate these budgeted items so we do not need to get member approval if a budgeted expense is greater than expected. We expect that these events will come in under budget.

Since this meeting: Kelly Szakal and Kristen Werden offered to run the donuts with Dad/muffins with Mom events.

Parent Comment/Suggestion: Amount budgeted for insurance seems low. Why? We are just adding a rider on to the Edison PTO.

Bill - Budget

- See below for proposed budget on page 6.
- We need to ask for approval to amend the budget since we had no budgeted funds for the WBC event. This event needs to have funds to purchase food.
- Motion to pass budget. Unanimous approval.

AI – Fundraising events

- Willoughby Brewing Company – November 20
 - Thanks to Erin Sikora and Craig Rowe for running this event
 - Ticket prices: \$20/adult , \$8/child
 - Fundraising games/events: Chinese auction, boards, 50/50 raffle. Tickets for these games will be available for purchase at the event.
 - Marco’s Pizza – Willoughby location only; tell them ‘SOI’ 15% of phone orders and 20% of online orders
- LaVera – February 13
 - Open bar, dinner, Chinese auction
 - Adults only
 - Ticket prices are still TBD.
 - Some tickets for this event will be raffled off at the WBC event.

- If anyone wants to volunteer for this event, contact us.
- Spiritwear additions
 - Blankets
 - Hats

Parent Comment/Suggestion: Will there be another pop-up sale for Spiritwear? Yes. We will also have order forms available at the WBC event.

Diane – Membership Communication

- Please ensure that we have your email address. We will try to keep emails to no more than one per week.
- We are still looking for volunteers to build our website.

Steve – Financial Controls

- 99 pages of tax rules that we have to follow according to the government, or we could lose our 501c3 status. Please be patient with us if we seem to be sticklers for rules.
- Ask questions if you see incorrect amounts.
- Always count money if it is handed to you. Never trust amounts. Your signature implies that YOU counted the money.
- Do not spend any of the PTO's money unless you obtained prior approval from the Treasurer (Steve Atkins).
- We will NOT reimburse for sales tax, so be sure to have tax waiver forms before you purchase anything.
- Signs of Embezzlement:
 - -Treasurer's report delayed or non-existent
 - -Budget monitoring reports delayed (may be part of the treasurer's report)
 - -Delayed deposit of cash receipts
 - -Missing supporting documents
 - -Multiple corrections to the cash book
 - -Checks bouncing when there should be sufficient cash
 - -Lifestyle or behavior changes of staff or volunteers
 - -There is an unusual drop in your profits
 - -Your records are disorganized.
 - -Check amounts are altered.
 - -Duplicate payments are made.

- -Bank reconciliations are late.
- -Accounts receivable and payable don't balance.
- -The petty cash fund is disappearing.

Parent Comment/Suggestion: Do you have the forms for people that donate? Yes. Al has them.

Bill – reinforced importance of following the rules set forth in the bylaws. We have to pay \$50 for any change we make to the bylaws.

Al – We owe \$200 to LaVera for the spring fundraiser to reserve the date. Move to approve this expenditure. Unanimous approval.

Parent Comment/Suggestion: How much is LaVera charging for our fundraiser? Bill – LaVera asked us not to disclose. It is less than their advertised charge.

Parent Comment/Suggestion: Are we making any profit on the WBC tickets? Erin Sikora – Yes. Almost 50% on adults. Not much on kids.

Parent Comment/Suggestion: Can we ask older kids in the district that need service hours to watch the younger kids at PTO events? We are open to exploring this option.

7:53pm Meeting adjourned. Next meeting is Monday, November 23, 2015 from 7pm – 8pm

| Willoughby-Eastlake School of Innovation PTO | | |
|--|------------------------------|---------------------|
| Profit and Loss Standard | | 10/26/15 |
| September 1 through October 26, 2015 | | |
| | | Sep 1 - Oct 26, '15 |
| Income | | |
| Fundraisers | | |
| | Spirit Wear | 4,345.00 |
| | Willoughby Brewing Co. | |
| | Credit Card Sales | 404.38 |
| | Total Willoughby Brewing Co. | 404.38 |
| | Bake Sale 9/15/15 | 337.52 |
| | Marcos Pizza | 199.13 |
| | Total Fundraisers | 5,286.03 |
| Donations | | |
| | Washington Elementary PTA | 2,500.00 |
| | Donations - Other | 10.00 |
| | Total Donations | 2,510.00 |
| | Total Income | 7,796.03 |
| Expense | | |
| Fundraising | | |
| | Vendor | |
| | Spirit Wear Vendor | 3,130.00 |
| | Total Vendor | 3,130.00 |
| | Total Fundraising | 3,130.00 |
| Administrative | | |
| | Government Filing Fees | |
| | 501c3 Application | 400.00 |
| | Ohio Secretary of State | 99.00 |
| | Total Government Filing Fees | 499.00 |
| | Office Supplies | |
| | Checks | 137.46 |
| | Total Office Supplies | 137.46 |
| | Total Administrative | 636.46 |
| Program | | |
| | Social Events/Parties | |
| | Halloween | 100.50 |
| | Total Social Events/Parties | 100.50 |
| | Total Program | 100.50 |
| | Total Expense | 3,866.96 |
| | Net Income | 3,929.07 |

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|--|--------------|-------------------|-----------------------------|-----------------------------|--|
| Annual We SOI PTO Budget Worksheet | | | | | |
| | | | | | |
| Expenses (With Income) | | | | | |
| | | Expenses | Projected Income | Projected Profit | |
| | | | | | |
| Fall Fundraiser | | \$600.00 | \$1,300.00 | \$700.00 | |
| Spring Fundraiser | | \$2,750.00 | \$5,500.00 | \$2,750.00 | |
| Spirit Wear | | \$6,000.00 | \$7,500.00 | \$1,500.00 | |
| Bake Sale | | \$0.00 | \$300.00 | \$300.00 | |
| | | | | \$0.00 | |
| | | \$9,350.00 | \$14,600.00 | \$5,250.00 | |
| Expenses (Without Income) | | | | | |
| Insurance | | \$100.00 | | | |
| Donuts with Dad | | \$500.00 | | | |
| Muffins with Mom | | \$500.00 | | | |
| Dec Class Event | | \$500.00 | | | |
| Feb Class Event | | \$500.00 | | | |
| May Class Event | | \$500.00 | | | |
| Supplies | | \$250.00 | | | |
| 501c3* | | \$750.00 | | | |
| | Total | \$3,600.00 | | \$1,650.00 | |
| | | | | | |
| *Name | | | | | |
| Search/Registratioin/2023EZ/Vendors License/Filing fees | | | | | |
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