

FCES PTSA Meeting Minutes
March 15, 2018

1. Basket Raffle
 1. Copies of donation procurement sheets went out to all basket coordinators
 1. Heather will keep forms in folder
 2. Send thank you cards
 3. add to booklet
 2. Gift Card baskets
 1. classified staff will do one
 2. certified staff will do another one
2. Silent Auction
 1. Heather sending email re: season tickets, airline miles
 2. Hand out copies of donation procurement sheets
 3. Teacher and staff experiences
 1. one-on-one experiences(pottery, hiking, etc)
 2. slot parties (pizza, dodge ball) will be \$15/slot
 3. Jen is handling teacher experiences, funding
 4. Volunteers
 1. work party for tickets, certificates, selling tickets
 2. Jennifer Beebe will create a sign up on website
 3. 4-5 people to make SA certificates
 4. Make tickets for slot parties
 5. create bid sheets
 6. Heather will look into purchasing raffle/auction software
 5. Sign in process for SA
 1. buttons with numbers
 2. bid with a number (from button)
 3. sign in sheet has numbers and people add name and email
 4. No returns, agree to pay
3. Spring Fundraiser for Playground?
 1. Another portable will be added to playground, which means playground will need to be moved
 2. Can we work with King County to get a grant for playground
 3. PTSA can raise money for anything at school
 4. Need to communicate a plan to parents
 5. Meet with a playground vendor for bids, phases
 6. Do we send a survey asking opinions re: playground
 7. We are raising money, but what are we raising it for??
4. Fundraising Budgets
 1. \$50/teacher for teacher experiences in the budget—it got missed
 1. Jen is making a donation to cover teacher experiences this year
 2. NEF budget is \$250, we have approximately \$200 left
 1. Still have a pizza party for Science Fair to pay for (about \$100)
 3. \$500 budget for Raffle/Spring Auction
 1. purchase tickets-approx \$160
 2. need to purchase booklets
 4. Add \$1000.00 to Raffle/Silent Auction to cover anything else
 1. increase budget amount by \$1000 and take from surplus

2. Spring fundraiser expenses include baskets, gift cards, experiences, printing, etc
3. increase to \$2500 for 2018-2019
4. Great Wolf Lodge matches??
5. Family Dinner-\$1300 budget
6. Red Pepper Pizza instead of Sahara pizza for 2018-2019
5. Financial Update
 1. Savings: \$46,394.39
 2. Checking: \$76,564.10
 3. Total: \$122,958.49
6. Assembly
 1. We have \$1000 in budget for an assembly
 2. Anne speaking to Katelyn
 3. Theater group contacted, Katelyn contacted another group
 1. if over budget, go with whichever one fits budget
7. Project Lead the Way
 1. PTSA has to give the \$ up front
 2. Provide a letter to make it a restricted donation
 3. We cannot ask the school to spend money without giving them money
 1. Grant vs. Expense
 4. Write a donation letter to the school then we can purchase
 5. A letter should go with each check for grants
 6. At the end of the year, we need to know/be told the remainder so we can then determine where the remainder of the money should be allocated.
 7. \$17,500 was given to Literacy for Life
 1. it is on the budget—voted by General Membership
 2. we can't ask for remainder to be allocated elsewhere
 8. Need to investigate Project Lead the Way and redo budget
8. Friday Folder
 1. Science Fair volunteers sign up
 2. All for good (disney tickets)sign up