

MINUTES

Winston Academy of Engineering PTA Minutes

October 15, 2015

Call to order

Shannon Heacock called the meeting to order around 5:15 on October 15, 2015 held in the STEM cafe.

Attendance

Shannon and Suhasini from the board and various other PTA members. Total was over 10.

Minutes

1. Call to Order PTA Board Meeting – Shannon.
2. Played powerpoint presentation created and recorded by Julie Roberts.
3. Reviewed Agenda:
 - a. Welcome and Introductions
 - b. Review Budget (passed in Aug)
 - c. End of Month Budget Report (Aug & Sept)
 - d. Review Fundraisers
 - e. Review Current Requests
 - f. PTA Meeting Schedule
 - g. Volunteer Opportunities
 - h. Q & A Session
 - i. Adjourn
4. Reviewed budget passed in Aug:

BUDGET SUMMARY REPORT

Winston Academy of Engineering
2015-2016

Profit and Loss Summary	2014-2015 Budget	2014-2015 Actual	Variance	2015-2016 Budget	Notes
<i>Beginning Balance</i>	-	2,559.42	2,559.42	3,339.01	<i>Variance from prior year ending balance unable to be verified at this time</i>
RECEIPTS	7,025.00	8,325.18	1,300.18	25,037.50	
Fundraisers	5,000.00	7,226.68	2,226.68	19,900.00	Specific Fundraisers will be provided in detailed reports through the year
Spirit Nights	1,000.00	-	(1,000.00)	-	2014-2015 Actual Funds listed in Fundraisers line item
Box Tops for Education	500.00	598.50	98.50	-	
Labels for Education	25.00	-	(25.00)	-	
Donations	500.00	500.00	-	500.00	
Membership Dues (Income)	-	-	-	4,637.50	
EXPENSES	4,510.00	7,402.93	2,892.93	27,400.00	
Incentives	2,000.00	1,099.36	(900.64)	1,800.00	
Family Engagement	100.00	570.49	470.49	500.00	
Community Awareness	-	-	-	1,500.00	Examples are Christmas Parade, static decals for cars, First Friday
Programs/Sponsorships	400.00	364.25	(35.75)	4,000.00	
Teacher/Staff	400.00	487.09	87.09	500.00	
Fundraising	1,045.00	4,668.84	3,623.84	9,000.00	
Administrative Fees	290.00	89.90	(200.10)	350.00	
Training	100.00	-	(100.00)	500.00	
Special Projects	-	-	-	6,000.00	
Membership Dues	175.00	123.00	(52.00)	-	
Local Fees	-	-	-	400.00	
National Fees	-	-	-	500.00	
Interim Summer Funds	-	-	-	1,500.00	In order to purchase supplies needed before beginning of new school year
Withdrawal of startup change	-	-	-	50.00	Cash box
Bank Fees	-	-	-	300.00	
Insurance	-	-	-	500.00	
Ending Balance	2,515.00	3,481.67	966.67	976.51	Carryover to next year
			966.67		

5. Reviewed the End of Month Reports for Aug/Sept

Profit and Loss Report

Winston Academy of Engineering
2015-2016

Profit and Loss Summary	2015-2016 Budget	2015-2016 Actual	Variance	Aug-15	Sep-15
<i>Beginning Balance</i>	3,339.01	3,339.01	-		
RECEIPTS	25,037.50	9,087.01	(15,950.49)	5,383.00	3,704.01
Fundraisers	19,900.00	7,710.01	(12,189.99)	4,162.00	3,548.01
Donations	500.00	6.00	(494.00)	6.00	
Membership Dues (Income)	4,637.50	1,371.00	(3,266.50)	1,215.00	156.00
EXPENSES	27,400.00	4,630.61	(22,769.39)	1,910.08	2,720.53
Incentives	1,800.00	-	(1,800.00)		
Family Engagement	500.00	34.94	(465.06)		34.94
Community Awareness	1,500.00	184.50	(1,315.50)	149.50	35.00
Programs/Sponsorships	4,000.00	40.00	(3,960.00)	40.00	
Teacher/Staff	500.00	-	(500.00)		
Fundraising	9,000.00	2,381.55	(6,618.45)	1,567.28	814.27
Administrative Fees	350.00	44.68	(305.32)		44.68
Training	500.00	-	(500.00)		
Special Projects	6,000.00	1,200.00	(4,800.00)		1,200.00
Membership Dues					
Local Fees	400.00	175.00	(225.00)		175.00
National Fees	500.00	-	(500.00)		
Interim Summer Funds	1,500.00	-	(1,500.00)		
Withdrawal of startup change	50.00	50.00	-	50.00	
Bank Fees	300.00	119.94	(180.06)	103.30	16.64
Insurance	500.00	400.00	(100.00)		400.00
Ending Balance	976.51	7,795.41	6,818.90		
			6,818.90		

6. Reviewed fundraisers:

- a. PTA Membership – 148 members
- b. WAE T-shirt and Fleece jackets
- c. NUT Passes – Sept 21 success NEXT date December 7
- d. Fall Dance and Silent Auction – SUCCESS!
- e. Box Tops – collected over 2000 so far
- f. Winston Wardrobe – opened today at 5:30 PM
- g. Pumpkin Battle Contest – info to come
- h. Holiday Shop – Working on dates
- i. Polar Express and PJs – December 8 in planning stage
- j. Spirit Nights – planning stage

7. Reviewed current requests:

- a. Incentives: End of School Year Awards
- b. Programs:
- c. Archery Club – Purchased equipment for 5 shooters
- d. Chess Club – Purchased 15 chess sets and provided snacks
- e. Community Awareness:
- f. Lakeland Christmas Parade – Application accepted
- g. First Friday Booth
- h. Special Projects: Mural/Graphic Enhancements
- i. Auditorium

- j. Media Center – one wall is in progress; 3 to go
- k. Filled helium tank for school
- 8. PTA schedule
 - a. August 6, 2015 – Completed
 - b. October 15, 2015 at 5:00PM – Student Success
 - c. December 8, 2015 at 6:00PM – Polar Express
 - d. May 18, 2015 at 6:00PM – General Meeting/Elect Officers
- 9. Volunteer opportunities
 - a. Past
 - i. Painted Stage Walls in Auditorium
 - ii. Faculty Breakfast on August 17
 - iii. Orientation Table
 - iv. Winston Wardrobe
 - v. PIN Nights
 - vi. Assisted with Head checks
 - vii. Fulfilled First Aid packages for Nurse
 - viii. Box Tops
 - ix. Fall Dance
 - x. Kona Ice
 - b. Future
 - i. PTA Committee Member
 - ii. Winston Wardrobe
 - iii. Kona Ice
 - iv. Box Tops
 - v. Polar Express
 - vi. Elf Shelf
 - vii. Lakeland Christmas Parade
 - viii. First Friday Booth
 - ix. Spirit Nights
- 10. Q&A Session – Melissa Livingston asked that we post the PTA meetings on the FB page, as well as the Winston webpage. She also asked about auction items being fulfilled. Shannon & Stacey explained the school's plan for the suction items.
- 11. Lisette E. asked if we could work on getting a swan (the decorative kind) for Winston. She is working on that & she has Mrs. Brown's approval.

Action Items

Adjournment

Motion to adjourn was made at 5:30 PM by Shannon

Next Meeting

December 8, 2015 at 6:00PM – Polar Express