

Hereford Middle School PTA
Executive Board Meeting Minutes
September 1, 2009

I. Call to Order

- President, Cindy Kobbe called the meeting to order at 6:00PM
Attendees: Cindy Kobbe, Kim Graybill, Jennifer Belgin, Catherine Webb, Cindy Atkinson, Joyce Kozlowski, Brenda Thompson, Chris Carpenter, Marcia Petrochko-Bosley, Gina Pursley, Mary Maher, and Kimberly Funk

II. Reading of the Minutes

The June minutes were reviewed and approved as corrected:

1. Hospitality's remaining budget should be noted as \$781.14 (not \$516.76)
2. \$795 for Camfel Assembly (not \$750)
3. Spelling correction (*) – Mrs. Diven (not Devin)
4. VP Report Addition – Cindy Kobbe requested a \$75 check to purchase gifts for three teachers.
*She has also purchased gifts for staff not returning to HMS next year.

MOTION: CINDY ATKINSON MADE A MOTION TO APPROVE THE MINUTES AS CORRECTED; CATHERINE WEBB SECONDED THE MOTION.

- The August Budget Meeting minutes were reviewed and approved as written.

MOTION: GINA PURSLEY MADE A MOTION TO APPROVE THE MINUTES; SECONDED BY JENNIFER BELGIN.

III. Treasurer's Report

- Treasurer, Suzette Nozick absent due scheduling conflict with Seventh District Elementary Open House.
- Mrs. Kobbe discussed possibly purchasing Quick Books for MAC.
- Mrs. Kobbe Presented and reviewed the July/August Treasurer's Report as well as the July PNC bank statement which reflected a beginning balance of \$15,375.35 and an ending balance of \$12,741.32 with seven checks/payments and two deposits.

MOTION: WAS MADE BY KATHERINE WEBB TO APPROVE THE TREASURER'S REPORT; SECONDED BY JENNIFER BELGIN.

- 2009-2010 Budget was presented and reviewed. Suggestions are as follows:
 1. In light of the economy, Kimberly Funk suggested additional funds be used towards increasing scholarships or Teacher/staff requests. Discussion tabled due to premature income projections.
 2. Deleted - \$600 line item for Spotlight Night.
 3. Language Change - Administrative Fund changed to Discretionary Fund.
 4. Move \$600 Spotlight Night into Income/Inflows.

MOTION: MOTION WAS MADE BY JOYCE KOZLOWSKI TO APPROVE THE 2009-2010 BUDGET AS NOTED; SECONDED BY CINDY ATKINSON.

IV. Principal's Report

Mrs. Thompson reported that Mrs. Walrod was unable to attend due to a prior engagement. Total enrollment 970; due to small sixth grade class. First day of school was flawless, no sixth grader went missing☺. The school is busy preparing for Back to School Nights on Sept 9th and 16th at 6:00. Volunteer training will take place prior to each BTSN. Start time for volunteer training unclear. Mrs. Thompson will clarify and send accurate time to parents. Hereford Middle School mascot and new colors will be announced September 2, 2009. Students voted new school colors maroon and gold and new school mascot the bull.

V. Teacher's Report

- Mrs. McNabb request assistance in purchasing a specialized Ranger Adaptive Tricycle to use with special education students. A printout was presented with details and pricing information. Jennifer Belgin will check with her contacts to see whether the tricycle can be greatly discounted and/or donated. The committee tabled request until October PTA meeting. Principal Walrod is willing to share expense.
- Chris Putnam has found space for the TV Studio. Waiting for microphones, tripods and cables to arrive to complete set up. Estimates studio will be up and running in October 2009.

VI. President's Report

- Mrs. Kobbe thanked everyone for their support and for coming to tonight's meeting. She apologized for the Pretty Boy Open House scheduling conflict. In light of the economy, this year's motto: "Together we Can" – "Do More, While Spending Less". Chair asks to share individual program goals.
- Jennifer Belgin and Cindy Kobbe attended MD PTA Summer Leadership Conference. Cindy worked hard this summer to resolve PTA Good Standing Status due to past administration's failure to file Personal Property Tax Return. The 2008-2009 audit pending. CPA, Dan Griffith is performing audit for a second year in a row.
- Program binders were distributed. Each committee heads asked to sign an Executive Officer/Committee Definition & Budget Agreement for purposes of ensuring budgets stay within defined limits. PTA Use of Funds and Reimbursement form/protocol included in binder. Last year's over spending addressed. Excess spending occurred in Teacher Appreciation, Supplies, and Reflections.
- On September 12, 2009, Cindy will attend all-day financial workshop with Suzette Nozick.
- The Back to school breakfast was a huge hit and special thanks go out to Marcia and her entire committee.

VII. Vice President's Report

- Nothing to report at this time.

VIII. Committee Reports

- Website: Mary Maher reports website has been updated and running. Website fees will remain \$114. Pros and Cons of using PayPal were discussed. Currently PayPal link turned off however; link is fully operable and can be turned on at anytime.
- Book Fair: Deb Westwater reports Book Fair is planned for December but she's hoping for a date change.
- Hospitality: Marcia Bosley reports committee provided water for families during Open House. Everyone was very appreciative due to the extreme heat. Teacher breakfast went extremely well. Pleased with number of parent donations. Long clean-up due to staff meeting. Thrilled to have Co-chair, Tammy Waechter. Will provide water for both Back to School Nights.
- Library Gift Fund: Chris Carpenter receiving direction and guidance from the library. She hopes to boost program awareness. Does not need program funds.
- Reflections: Exceeded 2008-2009 budget. Cindy will reach out to Joanie Schmalenberger and Kathy Peterson to discuss this year's budget.
- Directory: Joyce Kozlowski excited to be back. If you have any suggestions please send them to her. This year's directory will include zip codes. Jennifer Belgin will contact Office Valet for price comparison.

IX. New Business

- Marcia Bosley mentioned Shred It Fundraiser. Deb Westwater will pass along more information regarding the fundraiser to Cindy Kobbe.

X. Adjournment

- The meeting was adjourned at 7:45PM
- The next meeting will be on Tuesday October 6, 2009 at 6:00PM



Minutes Approved as written _____ Date _____

Minutes Approved as corrected _____ Date _____