



General Association Meeting

November 9, 2022 | 8:48 a.m.

Webster Elementary Room 1 and via telephone

PRESENT: Jessica Butler Bell*, President; Shannon Dunn*, Executive Vice President; Elena Eggers*, Parliamentarian, Farah Flores*, Treasurer; Saona Jackson*, Historian & Membership Chair; Jessie Muchmore*, Financial Secretary; Jacqueline Papale*; Kate Pritchett-Skene*; Kiki Richert-Dempsey*; Heidi Saban-Stills; Sebastian Spiroglou*.

*indicates membership as of October 9, 2022, counting towards quorum.

CALL TO ORDER: The meeting was called to order at 8:48 a.m. in Room 1 with Jessie Muchmore attending via phone, President Jessica Butler Bell presiding. Jessica moved to appoint Shannon as recording secretary pro-tem. The motion was seconded and approved.

ADOPTION OF AGENDA: Jessica moved to approve the agenda as presented. The motion was seconded and approved.

APPROVAL OF MINUTES: The minutes of September 13, 2022 were approved as presented.

2021-22 ANNUAL REPORT—Jessie Muchmore: Jessie Muchmore presented the 2021-22 Annual Report, below.

Balance on Hand (prior yr)				\$ 220,589.75	EOY BS - Retained Earnings amount less Opening balance
Receipts					
Savings interest			\$ 10.50		
Checking interest					
membership dues (unit amount)			\$ 493.50		
Fundraising					
5th grads		\$ 8,700.00			
Book Fair		\$ 2,251.00			
Evening Event		\$ 10,438.24			
Holiday Botiques		\$ 4,781.40			
Jog a Thon		\$ 56,140.50			
Mis FE		\$ 1,838.48			
Spirit Wear		\$ 15,700.50			
YB		\$ 744.45			
			\$ 100,594.57		
Donations					
Adopt a Class		\$ 6,300.00			
Comm Rewards		\$ 2,632.98			
Whale fund/staff		\$ 104,795.58			
County grant		\$ 5,000.00			
			\$ 118,728.56		
TOTAL			\$ 219,827.13	\$ 219,827.13	
Disbursement:					
Operating Expenses					
Insurance		\$ 258.00			
HAS		\$ 349.26			
PTA Operating Expense total	\$ 15,566.91				
less Council Assessment	\$ (200.00)				
less Founder's Day	\$ (150.00)				
less Insurance	\$ (258.00)				
less HAS	\$ (349.26)				
		\$ 14,609.65			
TOTAL Operating			\$ 15,216.91		
Program Expenses					
Reflections		\$ 99.10			
Total Ed	\$ 48,569.75				
less Reflections	\$ (99.10)	\$ 48,470.65			
Total Facilities		\$ 1,731.68			
Total Programs & Events	\$ 7,469.92	\$ 7,469.92			
Prior yrs funds		\$ 851.35			
OT Expenses		\$ 72,556.19			
			\$ 131,178.89		
Fundraising					
Total Fundrasing events		\$ 24,890.63			
t5th grade		\$ 5,934.28			
			\$ 30,824.91		
Dis. Not belonging to unit	\$ 200.00	\$ 350.00			
	\$ 150.00	\$ -			
			\$ 177,570.71	\$ 177,570.71	
				\$ 262,846.17	Total
				\$ 262,846.17	Total Assets on BS 6/30/22



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ANNUAL FINANCIAL REPORT (SAMPLE)

FISCAL YEAR 2022

Name of Unit John L. Webster Elementary IRS EI # 95-6204266
Council SUM PTA District PTA 33

BALANCE ON HAND from previous year \$ 220,589.75

RECEIPTS

- Savings account interest \$ 10.50
- Checking account interest \$ _____
- Membership dues (unit portion only) \$ 493.50
- Fundraising (list total gross income individually)
- xxx \$ 100,594.57
- xxx \$ _____
- Donations \$ 118,728.56

TOTAL \$ 219,827.13

RECEIPTS NOT BELONGING TO UNIT

- Council, district, state, and National PTA membership per capita \$ 0
- Founders Day freewill offering \$ 0

TOTAL \$ _____

TOTAL RECEIPTS \$ 219,827.13

DISBURSEMENTS (List Budget Categories)

Operating expenses

- Membership envelopes \$ _____
- Insurance premium \$ 258.00
- Newsletter and publicity \$ _____
- Council/district leadership workshops \$ _____
- Convention (State/National PTA) \$ _____
- Officers' and chairmen's reimbursement \$ 14,609.65
- Past president's pin \$ _____
- Honorary Service Award \$ 349.26

Program expenses

- Programs and assemblies \$ 131,178.89
- Reflections Art Program \$ 99.10
- Family Engagement \$ _____
- Emergency preparedness \$ _____
- Hospitality \$ _____

Fundraising

- Carnival \$ 30,824.91
- Book fair \$ _____
- Gift wrap \$ _____

TOTAL \$ ~~177,570.71~~
177,220.71

DISBURSEMENTS NOT BELONGING TO UNIT

- Council, district, state, and National PTA membership per capita \$ _____
- Founders Day freewill offering / Assessment \$ 350.00

TOTAL \$ 350.00

TOTAL DISBURSEMENTS \$ 177,570.71

BALANCE ON HAND \$ 219,846.17

Signature _____ Date 9.23.22

Fig. F-6 Annual Financial Report (Sample)

SEPTEMBER TREASURER'S REPORT–Jessie Muchmore: Jessie said that the treasurer reports will now reflect the addition of a BetterWorld account. This is the platform we started

using for direct drive fundraising and fundraising events. Because BetterWorld holds our donations until they are manually transferred, it must be reflected in the Reports. As is done with Paypal, the PTA's bookkeepers will transfer the BetterWorld funds to our Stripe account at the end of each month (excepting recent deposits, as funds can be transferred out of that account no less than 3 days after it was deposited), where it is then automatically transferred (after 24 hours) to our Wells Fargo checking account.

The opening balance of the Wells Fargo Savings Account on September 1, 2022 was \$105,046.68; the total income was \$0.87; there were no expenditures; the ending balance on September 30, 2022 was \$105,047.55. The report was filed for audit.

The opening balance of the PayPal account on September 1, 2022 was \$0.00 and remained so, such that the ending balance on September 30, 2022 was still \$0.00. The report was filed for audit.

The opening balance of the BetterWorld account on September 1, 2022 was \$0.00; the total income was \$60,473.58; there were no expenditures; the ending balance on September 30, 2022 was \$60,473.58

The opening balance of the Wells Fargo Checking Account on September 1, 2022 was \$159,409.32; the total income was \$53,177.61; the total expenditures were \$7,140.77; the ending balance on September 30, 2022 was \$205,446.77. The report was filed for audit.

MOTION: Jessie moved to ratify bills paid by checks #9532-9543 inclusive, and electronic bill payments of \$122.47 for a total of \$7,140.16. The motion was seconded and adopted.

Webster Elementary School PTA			
Monthly Treasurer's Report at General Meetings			
Meeting Date:			
For month:	September		
Wells Fargo Savings Account			
The opening balance on September 1, 2022 was:		\$	105,046.68
The total interest income was:		\$	0.87
Transfer to WF checking account		\$	-
The ending balance on September 30, 2022 was:		\$	105,047.55
PayPal			
The opening balance on September 1, 2022 was:		\$	-
The total income was:		\$	-
Transfer in from WF Checking		\$	-
PayPal fees			
Transfer to Checking acct		\$	-
Zoom Video payment		\$	-
The ending balance on September 30, 2022 was:		\$	-
Betterworld			
The opening balance on September 1, 2022 was:		\$	-
The total income was:		\$	60,473.58
Transfer in from WF Checking		\$	-
Stripe fees		\$	-
Transfer to Checking acct		\$	-
Zoom Video payment		\$	-
The ending balance on September 30, 2022 was:		\$	60,473.58
Wells Fargo Checking Account			
The opening balance on September 1, 2022 was:		\$	159,409.32
The total income was:		\$	53,177.61
Transfer from WF Savings Account		\$	-
Transfer from PayPal		\$	-
The total expenditures were:		\$	(7,140.16)
The ending balance on September 30, 2022 was:		\$	205,446.77
I move to ratify bills paid checks (9532-9543) and electronic bill payments of \$122.47 for a total of \$7,140.16			
\$	7,017.69	Checks Total	
\$	122.47	EFT Total	
\$	-	PayPal Total	
\$	7,140.16		

OCTOBER TREASURER'S REPORT–Jessie Muchmore: The opening balance of the Wells Fargo Savings Account on October 1, 2022 was \$105,047.55; the total income was \$0.89; there were no expenditures; the ending balance on October 31, 2022 was \$105,048.44. The report was filed for audit.

The opening balance of the PayPal account on October 1, 2022 was \$0.00; the total income was \$50.00; \$2.24 in PayPal fees were paid; the ending balance on October 31, 2022 was \$47.76. The report was filed for audit.

The opening balance of the BetterWorld account on October 1, 2022 was \$60,473.58; the total income was \$23,246.07; expenditures were \$1,890.63 of Stripe fees and \$62,703.03 was transferred to the checking account; the ending balance on October 31, 2022 was \$19,125.99.

The opening balance of the Wells Fargo Checking Account on October 1, 2022 was \$205,446.77; the total income was \$29,915.18, plus a transfer from Betterworld of \$62,703.03; the total expenditures were \$33,146.92; the ending balance on October 31, 2022 was \$264,918.06. The report was filed for audit.

MOTION: Jessie moved to ratify bills paid by checks #9544-9555 inclusive, and electronic bill payments of \$376.86 for a total of \$33,146.92. The motion was seconded and adopted.

Webster Elementary School PTA			
Monthly Treasurer's Report at General Meetings			
Meeting Date:			
For month:	October		
Wells Fargo Savings Account			
The opening balance on October 1, 2022 was:		\$	105,047.55
The total interest income was:		\$	0.89
Transfer to WF checking account		\$	-
The ending balance on October 31, 2022 was:		\$	105,048.44
PayPal			
The opening balance on October 1, 2022 was:		\$	-
The total income was:		\$	50.00
Transfer in from WF Checking		\$	-
PayPal fees		\$	(2.24)
Transfer to Checking acct		\$	-
Zoom Video payment		\$	-
The ending balance on October 31, 2022 was:		\$	47.76
Betterworld			
The opening balance on October 1, 2022 was:		\$	60,473.58
The total income was:		\$	23,246.07
Stripe fees		\$	(1,890.63)
Transfer to Checking acct		\$	(62,703.03)
The ending balance on October 31, 2022 was:		\$	19,125.99
Wells Fargo Checking Account			
The opening balance on October 1, 2022 was:		\$	205,446.77
The total income was:		\$	29,915.18
Transfer from WF Savings Account		\$	-
Transfer from PayPal		\$	-
Transfer from Betterworld		\$	62,703.03
The total expenditures were:		\$	(33,146.92)
The ending balance on October 31, 2022 was:		\$	264,918.06
I move to ratify bills paid checks (9544-9555) and electronic bill payments of \$376.86 for a total of \$33,146.92			
\$	32,770.06	Checks Total	
\$	376.86	EFT Total	
\$	-	PayPal Total	
\$	33,146.92		

MOTION: Approval of Funding for New IA Jessica moved to approve \$10,104 for an additional instructional aide. The motion was seconded and adopted. It was asked whether a smaller amount could be approved because the year is well underway without the new IA in place. Jessica noted it's better to overestimate than to have a shortfall.

TEACHER REPORT—Jacqueline Papale: Teachers and students continue working on the Botswana Project and preparing for Dr. Drati's visit. The teachers appreciate the postponement of the Jog-a-Thon and PTA Book Fair. Gardening and Composting programs are going well, as is the kitchen assistance provided by 4th and 5th graders. Teachers will reach out to parents and contacts to attempt to fill the available IA position. Decorations for the Labor Exchange Thanksgiving meal are in the works. Teachers are nearly ready to confirm their Holiday Concert songs, which will likely be one per class. Finally, she asked whether spirit wear can be restocked with cooler weather in mind. Jessica said those efforts are already underway.

PRESIDENT'S REPORT—Jessica Butler Bell: Labor Exchange Thanksgiving decorations are being prepared; the Boys' and Girls' Club has joined the effort. The affiliated sock drive began slowly due to the rain but will be promoted more via email in the coming week and collection bins will be placed outside.

Jog-a-Thon has been rescheduled for March 17th. A longer track will likely be prepared for older students.

Science Night with Pepperdine has been rescheduled for March 14th.

Book Fair Peri Monti will oversee the Scholastic Book Fair in December, selling only books and no toys. This will provide "Scholastic Money." The PTA's Sustainable Book Fair will take place February 27th through March 3rd to correspond with Read Across America week.

Drum Assembly with Rhythm Child will be held on December 2nd. TK-3rd grade will have 40 minutes, as will 4th-5th grades separately. The presenter will incorporate the Botswana Project with music from that country.

Holiday Music Concert will be simple. A pianist will record songs for teachers to practice with their classes and will accompany the performance live on Wednesday, December 14th.

FUNDRAISING REPORT—Jessica Butler Bell: More money is needed and Elena and Jessica have met to discuss plans for further fundraising. Party Book was suggested, which costs \$800 to establish. Parents then plan and host their own parties as donations and ticket revenues go to Webster via the Party Book app. Hosts set prices but the PTA will have some oversight ability and will assist hosts setting appropriate prices. We resolved to confirm Party Book only collects the upfront fee and not a percentage of ticket sales. Jessica is looking into liability for occurrences during Party Book events and hopes to launch the program December 7th.

OPEN DISCUSSION: Tedd thanked the PTA and parents for their general support and especially for Halloween and IA funding. Parents thanked Tedd, particularly for his weekly emails.

Saona proposed a Read-a-Thon fundraiser, which she said would be low-commitment and simple since students are already asked to read nightly. It could occur over the summer with a summer reading list.

Parents were encouraged to propose ideas for field trips and the STEAM lab. The 3rd grade has already attended one field trip.

Boys' and Girls' Club has funded the Composting and Gardening program, which has a full curriculum and phenomenal teachers. The program can extend beyond the school and into the larger community to promote composting. Kiki proposed selling compost output as a fundraiser and integrating Waste Management into the curriculum. A used-clothing swap and useful-item fundraiser was proposed. It was noted that repurposed/upcycled Webster Wear will be offered at the PTA Book Fair.

A parent raised a concern about Boys' and Girls' Club mental health assistance, hoping for a confidential way to investigate assistance options without first disclosing the family's information.

ADJOURNMENT: The meeting was adjourned at 9:45am.

Shannon Dunn

Shannon Dunn
Recording Secretary Pro-Tem

Rachael Sokoloff

Rachael Sokoloff
Recording Secretary

Approved as presented

Approved as corrected

Date: _____

Signature: _____