

# AEPTO Meeting Minutes

August 18, 2014

## In Attendance (11):

*Executive Officers:* Jeff Turk, Laura Ash

*Committee Chairs:* Teresa Parks, Mandy Sanders, Errin Thompson, Stephanie Leppien

*Luce Road ECLC Representatives:* Donalynn Ingersoll, Cheryl Anderson

*Pine Avenue Elementary Representatives:* Kim June

*Hillcrest Elementary Representatives:* Karly Grant, Kathleen Cranna

## I Call To Order:

The meeting was called to order at 6:37 pm.

## II Officer Reports

### ***President's Report*** (presented by Jeff Turk):

During the PTO's July organizational meeting, we undertook the discussion of a few organizational/management topics that ultimately came to vote. Since there was no school representation, the Chair reviewed these important topics, opened the floor for discussion and called for a re-vote (please see July minutes for more information).

- 1) The carnival budget will be removed from each individual school and will be reassigned a single budget line that is independent of school. Motion passed.
- 2) Without prior discussion and approval, schools may not spend unused (or underused) line-items from the PTO budget to pay for expenses that are unrelated to that which they were originally intended. A motion to do so is welcome at any PTO meeting, and if possible should come before the expense is incurred. This does not hold for teacher funds, which will be discussed at a later time. Motion passed.
- 3) A vote to increase the PTO parent involvement budget (primarily printing costs) from \$500 to \$750 was discussed, and ultimately a vote resulted in re-establishing the \$500 budget.

In May, 2014, all three schools submitted proposed budgets for review by the PTO. Prior to the standard discussion/approval process for each line of the budget, the following statement was made (in summary):

Historically, the PTO raises money for the year following that in which the fundraising activities are completed. For the 2013-2014 year, the PTO agreed to budget about \$43,000, however, less than \$30,000 (actual amount is unavailable) was actually brought in through fundraising activities during 2012-2013. Fortunately, however, only about \$34,000 was actually spent. The PTO began the 2013-2014 year with just under \$61,000 and is beginning the 2014-2015 with \$56,000.

The initially proposed budgets for the 2014-2015 year total about \$45,000, however fundraising in 2013-2014 brought in \$29,000.

With continued *actual* spending near \$34,000 per year, we will be unable to sustain current programming for very long. Furthermore, growing library/media and building/playground reserve funds (non-zeroing accounts that carryover and add to their balances each year) are also stressing the PTO assets, and rough calculations show that we can sustain a similar spending/fundraising ratio for only one or two years before programs need to be cut.

Finally, despite the high dollar amount budgeted each year, we spend much less. For example, we spent only 75% of what we budgeted during the 2013-2014 year. This is a *good thing*, however it indirectly leads to uncertainty and complications in planning. We should seek to budget more accurately what we may expect to actually spend. More importantly, we should seek to budget no more during an academic year than we bring in through fundraising efforts during the preceding year.

### **III Budget**

There was open and casual discussion regarding improved strategies for budgeting, fundraising and spending during the 2014-2015 year.

1. Frankenmuth Fundraising is no longer going to be supplying prizes for our annual Carnival. In addition, decreasing profits back to the PTO from their catalog sales caused some to consider whether or not we should explore alternative organizations to work with. Maybe revisit Midland fundraising? Maybe charge a small entrance fee at Carnival?
2. We're hoping the fun-run (Luce and Hillcrest) in the Spring will generate a significant profit (\$12,000-\$15,000)
3. Eliminating teacher funds was discussed, however it was decided (by vote) to instead reduce the annual amount from \$130 to \$100.
4. As library/media and playground reserves have grown, in some cases, to over \$3000, it was decided to reduce these reserve line-items to \$2500, and in the future continue to observe a \$2500 maximum for reserve line-items.
5. A further cost-cutting measure that was agreed upon was to NOT place \$500 into each school's library/media fund (making only the reserves available) for this year only.

In the end, the initially proposed \$45,000 was reduced to \$37,800. The 2014-2015 budget, which will be briefly reviewed during our first meeting in September, is available online. Thank you all for your thoughtful insight, helpful discussions and creative solutions!

### **IX Meeting Adjourned**

The meeting was adjourned at 8:15 pm.

Prepared by: Jeff Turk, AEPTO President