

Wolf Branch PTC Executive Board Meeting Minutes **Wednesday, October 18, 2017 7 PM – WBES**

In attendance: Corine Altepeter, Gary Conway, Kayla Keck, LeAnne Kniepkamp, Chrissy Malare, Michelle Nersesian, Collyns Tyson, Renee Walker, Carol Yee

- **Welcome and Introductions**: Prior to the start of the meeting, copies of the agenda, updated financial report, and teacher grant proposals were distributed. Kayla Keck called the meeting to order by welcoming all in attendance.
- **Teacher's Report/Administration Updates**: Chrissy Malare, the Teacher Liaison for WBES, shared positive feedback on the Fall Festival. She stated that this was one of the best that Wolf Branch has had. The set up was great; the weather was great.

Chrissy provided follow up on a question that was asked at the September General Membership meeting regarding whether bus fees will go down now that the busses have been purchased by Belleville. Per Chrissy, the administration indicated that the difference will be minimal.

- **Treasurer's Report**: Kayla Keck noted that Kary Cobb-Adams had to step down as WB Treasurer 1. LeAnne Kniepkamp has volunteered to fill the WB Treasurer 1 vacancy. Collyns Tyson continues as WB Treasurer 2. LeAnne and Collyns provided a high level walkthrough of updates to the budget. Additionally, they provided copies of overall Fall Festival financials.

Highlights were:

- Most recent transactions are Fall Festival
- "Save the School" fund – we have an additional \$700. This money is not to be touched; it goes toward future efforts to restore the Middle school.
- PTC taxes were submitted on October 17, 2017.

In response to Chrissy Malare's update on bus fees, the Executive Board decided to leave the bus fees line item in the budget 'as is'.

- **Committee Reports**
 - **Auction**: Per Kayla, there was an auction meeting last week. She noted that the PTC is integrating technology into the check in/check out process. Per LeAnne, we have had great support from the software provider. Kayla noted that auction registration this year will be online only along with donation and procurement forms. Additionally, we are getting rid of the wine pull at the auction. It will be replaced with a "Plinko" like prize area.
 - **Fall Staff Appreciation**: Per Kayla, the PTC will once again provide dinner for the staff during Parent Teacher Conferences on Monday, October 30, 2017. This year's cuisine theme will be Mexican..
 - **Pumpkin Day**: Stephanie Walters will once again chair Pumpkin Day. It will be Thursday, October 26; it will be for both Elementary and Middle School students. Kayla Keck will be sending out a note on how Middle Schoolers get their pumpkins.
 - **Winter Festival**: The date for Winter Festival is December 16, 2017 (instead of December 9, 2017). Per Kayla, we still need a co-chair to work with Nicole Kellogg.
 - **Santa's Cottage**: Per Carol Yee, we are continuing to plan for Santa's Cottage. This year it will be held in the WBES Cafeteria (shopping upstairs and wrapping near the stage). The sign up genius will need to be changed for this event to align with Winter Festival.

- **New/Old Business**
 - **Fall Festival** – Per Kayla, we need Fall Festival chairs for next year
 - **PTC Grants**
 - i. Grant proposals were received from Debbie Pellegrino, the 7th Grade History Department, Sara Province (Tech Teacher), Mrs. Ahlf, Sara Walker, Chrissy Malare and Mrs. Malter, Mrs. Meyer, Hollie Effinger, and Jennifer Seiler.
 - ii. Kayla noted that the sum of all grants submitted was approximately \$4200. The PTC had originally earmarked \$5000 for 2017-2018 grants.
 - iii. Carol Yee asked if there is a technology club this year. Additionally, it was noted that IPADs that were previously purchased are property of the school, not the teachers
 - iv. The Executive Board approved moving forward with funding all the grant proposals (with minor modifications) submitted. Kayla Keck will follow up with the submitters with any modifications.
 - **Boy Scouts**
 - i. Gary Conway and Renee Walker were in attendance to discuss the relationship between the WB PTC and the WB Boy Scout Troop
 - ii. Presently, the WB PTC is the chartered organization for local Boy Scout Troop, Cub Scout Pack, and “Crew” (older kids)
 - iii. In the past, a representative of the troop was a part of the PTC (e.g. Roberta Salva and Kim Enriquez). Per Gary Conway, they need a charter PTC representative for the scouts. Per Gary and Renee, in the Charter agreement that is signed each year by a PTC representative, the PTC takes on the responsibility to 1) facilitate having a meeting location for troop meetings, and 2) have an active PTC representative sit on troop committee
 - iv. LeAnne Kniepkamp noted that the PTC bylaws voted on and approved last year are in direct conflict with the Boy Scout charter organization agreement.
 - v. Discussion ensued regarding severing financials ties between the PTC and Boy Scouts. In the past, the Boy Scouts have used the PTC’s non-profit tax ID. This has caused accounting issues for the PTC, specifically related to the filing of taxes. The PTC Executive Board voted to cut all financial ties between the PTC and Boy Scouts. Otherwise, the PTC is going to need bank statements from the Boy Scouts.
 - vi. Renee Walker stated that the Boy Scouts could not get their own non-profit tax ID.
 - vii. It was also noted that the PTC does not support the Boy Scouts financially. The only financial transactions between these two organizations is the redirection of funds that are intended for the Boy Scouts but come through the PTC and company matching of charitable donations. Because the scouts do not have their own non-profit tax ID, the ‘matched’ donations cannot go directly into the scouts’ bank account.
 - viii. LeAnne Kniepkamp will write a PTC check tonight and give it to Renee Walker to bring us current with any outstanding charitable donations owed to the scouts.
 - ix. Gary inquired about service opportunities for the Boy Scouts; it was noted that both the Winter Festival and Color Run will have opportunities for service.

The meeting was adjourned at 8:20pm.