

Tyee PTSA BOD Meeting Minutes

Oct 19th, 2023

Zoom

TYEE PTSA
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Minutes Stand As approved on **Nov 16, 2023** BOD meeting

1. Call to Order 7:33pm

1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

2. Approval of Minutes

Minutes for Sep 6th, 2023, BOD meetings were approved.

3. Treasurer's Financial Report – Treasurer(s)

- Changed the Tyee PTSA bank account signers to the new President, Co-President, and Treasurers.
- Sept financials: sent out bank statements and reconciliation reports
- Not many expenses so far. Revenue side: Olympiad brings more revenue; Tyee bucks expected to raise more than the budget.
- Expenditure - changes include addition of staff appreciation meals. June staff lunch (\$2k - coded to last year's budget) and new school year staff lunch.
- Total amount raised so far this year: as of Sept 30, 2023 - raised \$32k, including company matches (\$1394) which is \$2k more than the budget. Also includes \$4k from Spiritwear. Most was from Tyee Bucks (\$26k). Goal for Tyee Bucks is \$35k not including company matching.
- Program revenue - received \$15k of the \$30k budget.
- Membership fees - on track to receive membership fee budget.

4. Standard Business

4.1 Principal's Report (not present)

4.2 President's Report

Had the principal meeting last month from Mr. Lillie. Heard that either Tyee is having a new bigger coffee machine. Not sure if there is a need for this coffee machine.

4.3 Reports from

- Ways and Means - Jenny:
 - Keep going the same as last year. Have Goodwill x 2 fundraisers.
 - Thinking about restaurant fundraisers e.g. Chinese restaurants, Indian restaurants - ask restaurants to give 5%/10% to Tye if we have families visit them. Lalitha and Jenny to meet and sort out the details. Lalitha has some Indian restaurant connections.
- Programs - Lalitha:
 - All clubs are going ok except for the Spelling Bee club. We don't have a chair for the Spelling Bee club.
- Communications - Peggy
 - No updates yet.
- Membership - Tracy (not present)
- Grants - Yan
 - Yan made a flowchart for the grants process.
 - Is there a deadline for approval or reimbursement. Yes end of May.
- Student Socials - Elizabeth
 - Will have the meeting with Mr. Lillie next week to confirm dates.
 - 2 dances slated; potential addition of Maker's market. Will have dates for everything after she meets with Mr. Lillie.

5. New Business

5.1. Propose to open CD account for the PTSA funding repository

- 5% APY. Right now all the cash is on a checking account, not much interest earned. Sarah made a motion to 7 month CD for \$100k for 4-5% APY. Xiao Second. Motion passes unanimously.

5.2 Propose to open a google drive or OneDrive account for all record keeping

- Send the email to Peggy to check if there is a parent or Tye PTSA OneDrive.
- Would need to set it up so that we have permissions. Send the proposal through email and discuss it there.

5.3 President's Volunteer Service Award Committee – Iris, need two more

- Sandy is a part of the President's Volunteer Service Award Committee. Yan volunteered to help out. Iris still on the committee

5.4 Board Commitment Form – new and returning officers

Action: All board members are encouraged to review and sign the commitment form and send it to Lesley via the secretary@tyepts.org email.

5.5 PTSA goal and standing rule review

Action: All board members to review the Tyee PTSA Standing Rules, Mission and Goals found on the Tyee PTSA website www.tyeeptsa.org

5.6 PTA trainings, Council PTA meetings

- Stella did the PTA training last month.
- Yan Xiao and Ting will rotate attending the Bellevue PTA Council meetings monthly.

5.7 Staff Appreciation Chairs present a Plan of Action (POA) for budget approval.

- Valeri sent a survey to teachers to look at options to provide coffee to Tyee Staff. 25 responses (25%) specified a specific machine. Some teachers emailed Valeri saying that they need coffee for those big meetings to get coffee made quickly. Tyee has a coffee machine right now to make coffee but you need your own pot.
- Seattle company provides a full service coffee machine - \$300-500/month based on usage. Vendor is offering a free pilot for 1 week to try and see. Mr. Lillie is supportive of trying it out. The company provides different kinds of coffees and hot drinks including cups. We could survey the staff after the 1 week trial. Other machines looked at included the Delonghi True Blue, Moka master
- Board brought up that we don't want to do the trial without having the money to support it as staff may expect the service after the free trial ends.
- Valeri suggested doing the trial so we are informed by data. However if the staff like it, then it would mean less staff appreciation meals.
- Valeri thinks we could stay within the \$6k total budget so long as monthly or special staff appreciation meals are reduced by the cost of the coffee service.
- Sarah - IRS has guidelines for a maximum amount/percentage (5% of total expense) to go towards hospitality and staff appreciation.
- Vendor could come by Tues to look at the space.
- **ACTION:** At the next general meeting, we need to approve a budget amendment to add a new line for Staff Appreciation and set the budgeted amount to a maximum of \$6k. Add the staff appreciation into the budget expenses \$6k

5.7 Discussion and suggestions on what to do re unspent funds raised

- Xiao - right now we will be in deficit of \$6k without the budget amendment.
- BOD has the capability to move the general funds around - can we repurpose other items.
- Sarah suggested calling for a budget meeting earlier like in November. Sarah also said we should spend the extra funds on things that the teacher needs for the kids/classroom.
- Elizabeth - maybe we should also make sure that we spend the extra funds in the bank account. Could we use the extra funds in the account to add into the teacher grant money and increase that budget?
- Lesley - we should funds that we raised but didn't spend and be able to spend that in the next year. Otherwise we risk raising funds each year but the kids whose parents donated that money will not be able to benefit from it.

- Elizabeth - in the budget we need to show the unspent funds. Board discussed how this could be done. One proposal was to change the the Teacher Grants POA so that it has an income line to make the teacher grants balance. Name it a new income line item like General Repository. Or run in the red such that we can allocate and spend the rollover funds from last year.
- Lesley suggested adding a line item in the balance sheet where we carry over the unused money from the previous years. We need to do our books so that we show the carryover.
- Stella proposed we continue discussion in the emails for this.

5.8 Discussions and To-do list:

- Topics to bring to the next Principal's meeting next Thurs
- Ask if Valeri can postpone the coffee visit the week after.
- Check the coffee machine at school
- Goodwill fundraiser - provide snacks for volunteers

6. Announcements & Upcoming Dates

Oct 2023

- 10/26, Thursday, Principal Meeting
- 10/27, Fri, Principal's Coffee

7. Adjournment

The meeting was adjourned by Stella Chen at <9:19> pm on Oct 19th, 2023. Next BOD meeting Nov 16th, 2023.

8. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Nov 16th, 2023.

Appendix 1: Attendance



BOD Meeting Sign-in Sheet

Zoom
Oct 19th, 2023

Quorum: 8 Total Attendance: 13 Majority Vote: 7

EXECUTIVE COMMITTEE		SIGNATURE
Stella Chen	Co-President	X
Sandy Zhang	Co-President	X
Jenny Chen	Co-Vice President – Ways & Means	X
Ting Li	Co-Vice President – Ways & Means	X
Lalitha Subramanyam	Co-Vice President - Programs	X
Prasetha Warriar	Co-Vice President - Programs	
Peggy Wang	Co-Vice President - Communications	X
Sarah O'Brien	Co-Vice President - Communications	X
Xiao Liu	Co-Treasurer	X
Kelly Wong	Co-Treasurer	X
Lesley Tay-Chung	Secretary	X
BOARD OF DIRECTORS		SIGNATURE
See EC Above	See EC Above	See EC Above
Tracy Daguitera	Membership Chair	
Yan Shen	Grants Co-Chair	X
Iris Huang	Grants Co-Chair and President Volunteer Service Award	
Peggy Wang	Advocacy Chair	X
James Burke	At-Large Board Member	
Elizabeth Lindquist	Student Socials Chair	X
SCHOOL REPRESENTATIVES		SIGNATURE
Byron Lillie	Tyee Principal	
James Burke	Staff Representative	See BOD Above
COMMITTEES		SIGNATURE
Jingyuan Luo	BSF Ambassador	

Lesley Tay-Chung	Book Fair Chair	X
Christin Aminoto	Spiritwear Chair	
Valeri Makam	Staff Appreciation Chair	X
Lynn Zhang	Staff Appreciation Chair	
Chu Chen	Volunteer Coordinator	
Christin Aminoto	Walk About Chair	
CLUBS		SIGNATURE
Eun Bae	Chess Club	
Li Jin	Chess Club	
Joanne Wang	Competition Math Club	
Dongbin Xu	Competition Math Club	
Dora Yin	Competition Math Club	
Carolyn Li	Competition Math Club	
Lily Yin	Cooking Club	
Reji Dasan	Python Bytes	
Prasetha Warriar	Robotics Club	
Li Li	Speech and Debate Club	
Johannes Grad	Programming Competition	
Katherine Ma	Science Bowl	
Grace Yu	Science Bowl	
Yiwen Sun	Science Bowl	
VISITORS (Print Name)		SIGNATURE