

Parent Organization Meeting Agenda

November 15, 2016

Meeting begins at 6:30PM. Childcare and food provided.

****PLEASE SIGN IN****

Agenda overview

- Welcome
- Alice Birney PTA Business
- Friends of Alice Birney Elementary (FOABE) Business
- Q & A

Alice Birney PTA Business

GENERAL ASSOCIATION MEETING

- I. **CALL TO ORDER** *Indrani Ganguly-Fitzgerald, President*
- II. **APPROVAL OF MINUTES** prepared by *Rosaria Diaz, Secretary* [1 min]
- III. **ELECTION OF HISTORIAN AND AUDITOR** [5 min]
 - a. Roles and Duties
 - b. Presentation of slate of candidates
 - c. Vote
- IV. **APPROVAL OF PTA EVENTS AND PROGRAMS, 2016-17** [10 min]
- V. **NEW CHAIRS OF COMMITTEES** [5 min]
 - a. Introduction and welcome
 - b. Nominations for new committee chairs
- VI. **COMMITTEE REPORTS** [5 min]
 - a. Birney PTA Sports Night – Gulls Game by *Sarah McLure, Vice President*
 - b. Fall Fundraiser by *James Fitzgerald, Chair*
- VII. **FINANCIAL REPORT** presented by *Joe De La Garza, Treasurer* [5 min]
- VIII. **NEW BUSINESS** [6 min]
 - a. Arts Integration committee- *Jennifer*
 - b. Recycling committee – *Cassandra Beal, Chair*
 - c. Diversity celebration – *Josh McCorkle*
- IX. **MEETING ADJOURNED** *Indrani Ganguly-Fitzgerald, President*

FOABE Business

- I. **APPROVE OCTOBER MEETING MINUTES:** *Wendy DeCesare, FOABE Secretary* [1 min]
- II. **APPROVE MONTHLY FINANCIAL REPORTS:** *Chris Jaccard, FOABE Treasurer* [10 min]
- III. **FUNDRAISING**
 - a. **Canvassing Committee:** *Kati Bennett and Sarah McLure, Co-Chairs* [5 min]
 - b. **Business Sponsorship:** *Beth Deig and Brenda Anderson* [5 min]
- IV. **EVENTS**
 - a. **Birney Night Out – Wrap Up:** *Shelley Jaccard, Chair* [5 min]
 - b. **Big Give:** *Brenda Anderson, Chair* [5 min]
 - c. **Run For The Green:** *Tulip Howard, FOABE VP and Chair* [5 min]
 - d. **Parent’s Night Out @ Diversionary Theater:** *Matt Harding, General Manager* [3 min]
- V. **MEETING ADJOURNED** *Beth Deig, President*

Q&A

[10 min]

Upcoming Events

- 11/21 – 25 – THANKSGIVING BREAK
- 11/28 – 12/2 - Parent Teacher Conferences
- 11/28 – 12/2 - PTA Scholastic Book Fair
- 12/12 – 12/16 – Celebration: Student Art & Awards by Grade Level
- 12/13 – Site Council Meeting – 4:45pm
- 12/13 – Wellness Meeting – 5:30pm
- 12/13 – Parent Organization Meeting – 6:30pm
- 12/15 – FOABE Big Give – ALL DAY
- 12/15 or 16 (To be determined)- Bedtime Stories – 6:30pm
- 12/19 – 1/16 – Winter Break

Alice Birney/PTA Association Meeting Minutes

4345 Campus Ave. San Diego, CA 92103

October 18, 2016

Meeting opened by **Indrani Ganguly- Fitzgerald, President** at 6:42 pm

Attendees: Caroline McKeown, Michele Weaver, Tracy Dana, Sarah Dana, Jerry Delane, Tulip Howard, Layla Hains, Michelle Franklin, Julia Kline, Savannah Wallace, Tanya Villalpando, Kari Neuberger, James Fitzgerald, Cindy De La Garza, Joe De La Garza, Lyn Patterson, Dawn Burton, Dustin Burton, Aracely Lara, Rodrigo Ruiz, Lisa Jones, Brenda Anderson, Beth Deig, Indrani Ganguly-Fitzgerald, Jennifer Ayala, Elena Monetti, Randall Hollis, Kam Chan Pimeyda, Noel Hliong, Sheila Gray, Todd Steinhardt, Kati Bennet, Jane Muschenetz, Sarah McLure, Kim Schultz, Rosaria Diaz, Bri Salas, Lauren Foosaner, Cassandra Beal, Anaestasia Jackson, Chris Jaccard, Lisa Freund, Ray Rivera, Kari Steele, Jody Darr.

Indrani Ganguly- Fitzgerald, President reported on the California State PTA Leadership Conference she attended in the month of September. She spoke of the connection between parent involvement and advocacy where parents can vote and have their voices be heard on subjects like where state funds are disbursed and that these are very big plans for our PTA. An overview of current events are discussed. The fall fundraiser website to order online is active, the after-school bridge club for 4th and 5th graders is getting underway and the **Star Party** was a huge success by bringing 695.00 in food sales. The weather was fair and the San Diego Astronomy Association and Mr. Peterson, who organizes, helped us have a great event.

Carol Lord, School Coach reported on the Wellness Committee that she started as a resource for parents to educate their children to be healthy and fit. The program is 6 weeks and is one class a week. She states she may suggest turning one of the drinking fountains that aren't in heavy use and have hand washing stations. She will have a survey to get feedback. She concludes by saying we need to have healthy approved snacks for birthday celebrations instead of sweets.

James Fitzgerald, Fall Fundraiser Chair reported on the **Fall Fundraiser**. The last day online orders can be accepted was October 19, 2016. There is a process to follow by getting orders to Aspire and then manually putting them in. The orders usually arrive 10 to 14 days after they are processed. An estimated date of November 10, 2016 is mentioned and will be given to students directly. Some budget information is provided. In 2015, the **Fall Fundraiser** brought in 12,252.00 in sales and 1,600.00 online for a total net sale of 6,033.00. Internet orders were currently at 2,590.00. The goal is to reach in at 50% and acquire 44% with 60% on products and 40% on food sales. The awards for the fundraiser are very exciting for the students. Just 12 items gives 16 students about 20-40 minutes on the game truck depending on the student's age at age appropriate levels. The biggest game truck can hold 16 people inside. Prizes to win are a

Roku Streaming Stick and a 100.00 Amazon Gift Card. Wendy DeCesare moved to approve the game truck for the Fall Fundraiser. Motion approved.

Wendy DeCesare moved that Birney PTA initiate efforts to select a game truck vendor that provides the best overall value not to exceed a budget of \$400 to coordinate with the school administration to select the time and date for the event. Motion approved.

Naomi Stevens, Organizer of the Costume Swap (absent). Someone moved for Birney PTA to host a costume swap every Friday of October 2016, for students to donate one costume and pick one out. Motion approved.

Sadia Najmi, Organizer, Family Dinner Night, discusses the last dinner night on Friday, October 14, 2016 with sales of 1,700.00 and Birney got 350.00 back. Another Family Dinner Night is being scheduled at Boudin Bakery at Fashion Valley Mall. Sadia moved to keep Family Dinner Night on Fridays at the following locations. Motion approved

Financial Report

Joe De La Garza, Treasurer goes over the financial report with 10,000 dollars to start, 3,000 dollars brought in and expenses of 11,000 dollars.

| | |
|-------------------------------|-------------|
| Beginning Balance (9/1/ 2016) | \$10000.00 |
| Income | \$3,000.00 |
| Expenses | \$11,000.00 |
| Ending Balance (9/30/2016) | \$2,000.00 |

Budget from last month was approved and included in the packet. Joe moved to pay the following bills: Pizza for Playground Playdate 225.00, 5th grade supplies 29.97 and fifth grade field trip 255.00, Star Party 290.00, T-shirt printing 816.64, PTA Meeting food 18.11 and field trips 595.00. Motion approved. The financial report was filed for audit.

Sarah McLure, Vice President talks about the Gulls game on November 11, 2016. There is a drawing for a child to do a hi five in the tunnel and she mentions this is a fun time for Birney parents and students to spend the day.

John Budlong, Merchandise Sales mentions this is his last year at Birney and he needs someone to take over the merchandise sales. There is currently 973.64 of total gross revenue. It is a big part of the school fundraising, selling t-shirts, sweatshirts and other items such as glasses and water bottles.

Jerry Delane, Volunteer, Cone Zone states that he has been working The Cone Zone and has 7 volunteers and needs more volunteers to keep it running smoothly. He asks that people go to

Volunteer Spot if they can help. He said fifth graders from Student Council helped but there were issues with that.

Lisa Medley, Organizer Advertising Committee asks for help with flyers. She says it's an on-going task that needs attention. The Design Committee includes 5 people who can help with flyers, advertising and printing all posters of the events we have at Birney.

Indrani and **Layla Hains** talk about the **Scholastic Book Fair** which is coming up and needs 2 people per shift. Interested volunteers can sign up to help. The Book Fair is a big fundraiser that takes points and classes get credits for free books. They hold the Scholastic Book Fair close to Saturday school and is a great program to encourage good reading skills.

The **first Bedtime Stories** is on December 15, 2016 as we celebrate the 100th birthday of **Roald Dahl**. The **second Bedtime Stories** is on March 3, 2016 and the theme is **Dr. Seuss**. Volunteers are needed for this event.

Naomi Stevens, Passport to Adventure, (absent, formerly Cindy and Joe De La Garza) is one of the biggest events we have at the end of the year. It requires entertainment, food vendors and country coordinators. Naomi will be taking over the venue and will need volunteers. Cindy De La Garza speaks about Passport and offers her assistance as past organizer for the last two years.

New events that are being proposed are an Art Based Fundraiser. Students can draw their favorite pictures and parents go online to pick their artwork on the different products the website offers. **Us Borne Children's Books** are another option. They come and set up the checkout process is through them and you can purchase the books they offer and a percentage would go back to Birney. You can still turn in your Box Tops to earn 1 cent for each one and Coke Rewards to earn gym supplies. An idea also came about to have a recycling program at Birney to turn in bottles and cans. Fundraising is very important to the school to raise money so we can have all the programs to benefit our children and to encourage parent involvement.

Meeting adjourned by **Indrani Ganguly- Fitzgerald, President** at 7:39 pm

| | Selected Period | Year to Date | Budget |
|--|-----------------|--------------|--------------|
| Cash Balance Forward | | | |
| Bank Account MFCU | 5,193.25 | 5,193.25 | 5,193.25 |
| Savings MFCU | 4,870.20 | 4,870.20 | 4,870.20 |
| X-Checking Cal Coast CU | 0.00 | 0.00 | 0.00 |
| X-Savings CCCU | 0.00 | 0.00 | 0.00 |
| Total Cash Balance Forward | \$ 10,063.45 | \$ 10,063.45 | \$ 10,063.45 |
| Receipts | | | |
| Administration | | | |
| Donations - All | 0.00 | 0.00 | 150.00 |
| Donations - Community | 0.00 | 0.00 | 250.00 |
| Other Income | 60.00 | 60.00 | 0.00 |
| Fundraisers | | | |
| Box Top for Education | 0.00 | 0.00 | 500.00 |
| Concessions - Other Events | 695.00 | 695.00 | 700.00 |
| eScrip | 62.16 | 62.16 | 300.00 |
| Fall Fundraiser | 16,551.00 | 16,551.00 | 15,800.00 |
| Family Dinner Nights (Restaurants) | 314.17 | 314.17 | 1,500.00 |
| Fiji Yogurt | 0.00 | 0.00 | 600.00 |
| Jamba Juice Company | 0.00 | 0.00 | 600.00 |
| Kroger - Ralphs | 112.94 | 112.94 | 150.00 |
| Merchandise | 1,903.88 | 1,903.88 | 3,600.00 |
| Original Art Works | 0.00 | 0.00 | 500.00 |
| Padres | 1,360.00 | 1,360.00 | 1,800.00 |
| Scholastic Book Fair | 0.00 | 0.00 | 3,600.00 |
| Shoes with Heart | 0.00 | 0.00 | 600.00 |
| Programs | | | |
| Events - Passport to Adventures | 0.00 | 0.00 | 2,500.00 |
| Total Receipts | \$ 21,059.15 | \$ 21,059.15 | \$ 33,150.00 |
| Receipts Not Belonging to the Association | | | |
| Membership Receipts (pass-through) | 620.00 | 620.00 | 0.00 |
| Total Receipts Not Belonging to the Association | \$ 620.00 | \$ 620.00 | \$ 0.00 |
| Expenses | | | |
| Administration | | | |
| Advertising & Promotion | 0.00 | 0.00 | 50.00 |
| Bank Charges | 0.00 | 0.00 | 50.00 |
| Cash Reserves | 0.00 | 0.00 | 1,800.00 |
| Computer Expense | 0.00 | 0.00 | 140.00 |
| Council Fees | 50.00 | 50.00 | 50.00 |
| Governmental Fees | 0.00 | 0.00 | 25.00 |
| Insurance | 221.00 | 221.00 | 215.00 |
| Other Expenses - Administration | 0.00 | 0.00 | 50.00 |
| Postage | 0.00 | 0.00 | 20.00 |
| PTA Meetings | 510.42 | 510.42 | 350.00 |
| Supplies | 0.00 | 0.00 | 100.00 |
| Volunteer Recognition | 0.00 | 0.00 | 250.00 |
| Fundraisers | | | |
| Fall Fundraiser | 0.00 | 0.00 | 7,150.00 |
| Merchandise | 816.64 | 816.64 | 2,000.00 |
| San Diego Padres | 1,156.00 | 1,156.00 | 1,200.00 |
| Scholastic Book Fair | 0.00 | 0.00 | 1,700.00 |
| Programs | | | |
| 5th Grade Promotions | 0.00 | 0.00 | 300.00 |
| Attendance Recognition | 0.00 | 0.00 | 1,200.00 |

From August 1, 2016 to November 14, 2016

| | | | |
|---|---------------------|---------------------|---------------------|
| Classroom Supplies Grade 1 | 0.00 | 0.00 | 500.00 |
| Classroom Supplies Grade 2 | 0.00 | 0.00 | 500.00 |
| Classroom Supplies Grade 3 | 0.00 | 0.00 | 500.00 |
| Classroom Supplies Grade 4 | 0.00 | 0.00 | 500.00 |
| Classroom Supplies Grade 5 | 265.30 | 265.30 | 500.00 |
| Classroom Supplies Grade K | 0.00 | 0.00 | 500.00 |
| Educational Assemblies | 0.00 | 0.00 | 1,000.00 |
| Events - Family: Bedtime Stories, Star Party, Talent Show, Movie Nights | 331.96 | 331.96 | 1,500.00 |
| Events - Passport to Adventures | 0.00 | 0.00 | 2,500.00 |
| Field Trips Grade 1 | 0.00 | 0.00 | 1,200.00 |
| Field Trips Grade 2 | 0.00 | 0.00 | 1,200.00 |
| Field Trips Grade 3 | 0.00 | 0.00 | 1,200.00 |
| Field Trips Grade 4 | 0.00 | 0.00 | 1,200.00 |
| Field Trips Grade 5 | 595.00 | 595.00 | 1,200.00 |
| Field Trips Grade K | 0.00 | 0.00 | 2,000.00 |
| Teacher Appreciation | 178.86 | 178.86 | 500.00 |
| Total Expenses | \$ 4,125.18 | \$ 4,125.18 | \$ 33,150.00 |
| Expenses Not Belonging to the Association | | | |
| Membership Disbursements (pass-through) | 391.00 | 391.00 | 0.00 |
| Total Expenses Not Belonging to the Association | \$ 391.00 | \$ 391.00 | \$ 0.00 |
| Net Receipts | \$ 17,162.97 | \$ 17,162.97 | \$ 0.00 |
| Less: | | | |
| Carry Over Funds | | | 0.00 |
| Unallocated Reserves | | | 10,063.45 |
| | | | \$ 0.00 |
| Cash Balance | \$ 27,226.42 | \$ 27,226.42 | |

Checks Written

| | | | |
|------|--------------------------------------|--|----------|
| 1217 | Sarah Mearon | Pizza for PTA meeting | 225.67 |
| 1218 | Betsy Carter | Lemonade | 96.06 |
| 1220 | Eugene Lyons | 5th Grade Supplies | 29.97 |
| 1221 | USS Midway Museum | Field Trip | 595.00 |
| 1222 | School Datebooks | 5th Grade Supplies | 235.33 |
| 1223 | Nikole Fortier | Star Party Food - Pizza | 290.14 |
| 1224 | Sarah McLure | Star Party food | 18.11 |
| 1225 | Aryn Famiglietti | Star Party Supplies | 23.71 |
| 1226 | Extra Graphic | Mechandise Order | 816.64 |
| 1227 | James Fitzgerald | PTA Meeting Food | 188.69 |
| 1228 | San Diego Unified Council of PTAs | Membership, Council Dues, Insurance | 662.00 |
| 1229 | James Fitzgerald | Teacher Appreciation - Breakfast prior to School Year | 178.86 |
| 1230 | San Diego Gulls | Gulls Fundraiser | 1,156.00 |

Signature

Date

PTA Operations and Duties of the Executive Board

The President – is the CEO of the PTA:

Calls all meetings – Exec (monthly), General Association (as specified in the bylaws).
Talks with the principal monthly/regularly and brings all events and with the principal approves all flyers and PTA materials that are sent home with the students.
Talks with her executive board regularly.
Appoints all committee chairmen and the parliamentarian.
Is a member of all committees (except nominating committee).
Is on the email trail for all PTA operations.

The President is charged with keeping tabs on everything the PTA exec board and committee members are doing.

The Principal – is the CEO of the School:

Is a voting member on the Executive Board and attends Executive Board meetings.
Meets monthly/regularly with the PTA President to review ongoing PTA operations.
Determines if events interfere with the instructional day.
Approves all PTA flyers and anything that is going home with the students.

The Treasurer – is the CFO of the PTA:

Deposits all monies for all events, unless the bylaws specify a financial secretary.
Writes all checks for events that are approved by the Association.
Prepares and presents a Treasurer's Report for each monthly meeting, and all Association Meetings.
Files tax returns.
Keeps on top of all money issues.
Cc's the president on all important matters.
Chairs the budget committee and completes the Annual Financial Report (end of year report).

Financial Secretary:

Deposits all PTA monies and makes monthly reports.

The Secretary:

Takes minutes and promptly types them up and sends them to the president.
Keeps the minutes for the unit.
Checks each payment authorization form to see that it was approved by the Association.

The Executive VP:

Is the back up for the president.
Does whatever the executive board decides is necessary.
Calls and runs meetings when the president is indisposed.

The Auditor:

Keeps tabs on the financial health of the unit.
Checks that all deposits and checks are what they appear to be and have been authorized by the Association.
Performs an informal monthly audit.
Performs two (2) formal audits per year (minimum).

The Historian:

Keeps track of all PTA volunteer hours performed during the year.
Keeps track of all events and may even run the newsletter.
Completes Annual Report (**re:** volunteer hours) and presents to exec board.

PTA Operations and Duties of the Executive Board

The appointed Parliamentarian:

Keeper and updater of the bylaws.

Helps the president keep the meetings on track and on time.

Membership VP or Membership Chairman:

Collects all membership and runs membership campaign.

With another PTA member, counts all membership money using Cash Verification Form and hands it over to the Treasurer for Deposit.

Keeps a formal list of all PTA members.

Monthly, gives the Secretary the official membership list and shares it with the executive board.

The PTA belongs to the Members of the Association and all events and fundraisers are to be voted on and approved by the Association.

The Association is entitled to a full accounting of the money that the PTA has raised and ultimately decides what it is to be spent on.

The Executive Board guides the PTA and is elected to serve the Association. The Executive Board comes up with the plan that the Association then ratifies. The Executive Board answers to the Association. All members of the executive board keep the President apprised of all activities.

Fundraisers are voted on by the Association and the only ones which can be run are those that were voted on and approved.

Assemblies are voted on by the Association and the only ones which can be run are those that were voted on and approved.

Events are voted on by the Association and the only ones which can be run are those that were voted on and approved.

The President is the official spokesperson for the PTA, unless the President appoints someone to represent the PTA.

All contracts are signed by the President and one other officer. All contracts are approved by the Association before signing.

Bylaws:

Means by the law.

The bylaws define the running of the PTA business.

Within the bylaws you will find:

Membership dues.

List of elected officers.

List of committees.

Days of the Association and Executive Board meetings.

Duties of all elected officers.

Due dates for all operations.

Federal and state tax id numbers and Charitable Trust number.

Fiscal year.

Audit preparation and presentation dates.

Elections: when and how to conduct them.

How to remove officers who are not fulfilling their duties.

Your PTA is a business – and you are the officers of this business.

Friends of Alice Birney Elementary

10/18/16 Meeting – Birney Elementary – Auditorium

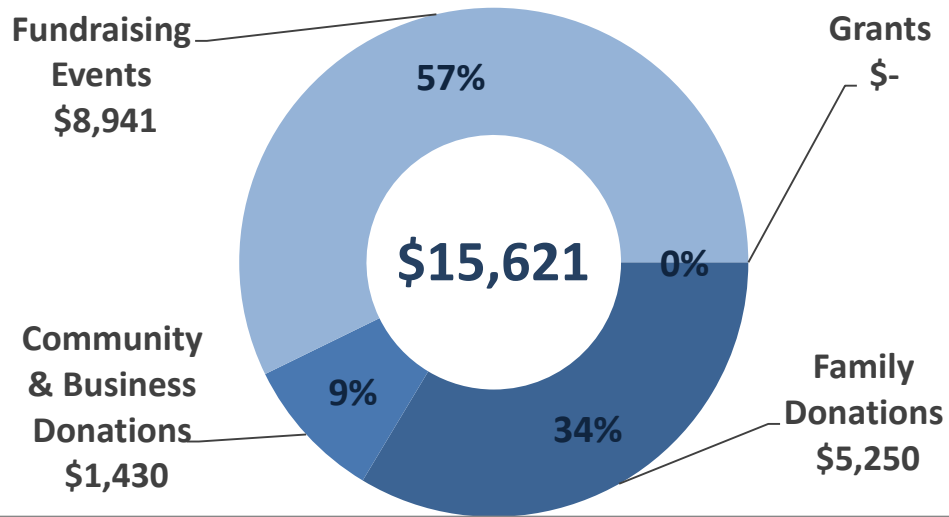
Meeting Called to Order by Beth – 7:40 p.m.

| Topic | Discussion | Action | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------------------|-----------|--------------|----------------|---------------|-----------|----------------|-----------|-------------------------|-----------|------------------|-------------|---------------|--|-----------------|--|-----------------|--|-------------------------|--|--|
| Agenda | Reviewed - Approved | Motion by B. Deig/W. DeCesare | | | | | | | | | | | | | | | | | | | | |
| Minutes | Reviewed - Approved | Motion by C. Jaccard/ W. DeCesare | | | | | | | | | | | | | | | | | | | | |
| Attendance | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Beth Deig</td> <td style="width: 50%;">President</td> </tr> <tr> <td>Tulip Howard</td> <td>Vice-President</td> </tr> <tr> <td>Chris Jaccard</td> <td>Treasurer</td> </tr> <tr> <td>Wendy DeCesare</td> <td>Secretary</td> </tr> <tr> <td>Amanda Hammond-Williams</td> <td>Principal</td> </tr> <tr> <td>James Fitzgerald</td> <td>PTA Liaison</td> </tr> <tr> <td>Elena Monetti</td> <td></td> </tr> <tr> <td>Brenda Anderson</td> <td></td> </tr> <tr> <td>Nikki Bergstrom</td> <td></td> </tr> <tr> <td>Guest: See Attachment A</td> <td></td> </tr> </table> | Beth Deig | President | Tulip Howard | Vice-President | Chris Jaccard | Treasurer | Wendy DeCesare | Secretary | Amanda Hammond-Williams | Principal | James Fitzgerald | PTA Liaison | Elena Monetti | | Brenda Anderson | | Nikki Bergstrom | | Guest: See Attachment A | | |
| Beth Deig | President | | | | | | | | | | | | | | | | | | | | | |
| Tulip Howard | Vice-President | | | | | | | | | | | | | | | | | | | | | |
| Chris Jaccard | Treasurer | | | | | | | | | | | | | | | | | | | | | |
| Wendy DeCesare | Secretary | | | | | | | | | | | | | | | | | | | | | |
| Amanda Hammond-Williams | Principal | | | | | | | | | | | | | | | | | | | | | |
| James Fitzgerald | PTA Liaison | | | | | | | | | | | | | | | | | | | | | |
| Elena Monetti | | | | | | | | | | | | | | | | | | | | | | |
| Brenda Anderson | | | | | | | | | | | | | | | | | | | | | | |
| Nikki Bergstrom | | | | | | | | | | | | | | | | | | | | | | |
| Guest: See Attachment A | | | | | | | | | | | | | | | | | | | | | | |
| Financial | <p>Treasurer's Report - Chris Jaccard</p> <ul style="list-style-type: none"> • \$91,353 available: \$55,355 in operating, \$28,500 in emergency, \$7,499 in other • Checks out: \$1,000 to PTA for K-2 Grandparents Reading Program • Checks in: Give a latte is approximately \$245/month. Amazon was \$155 for month of September. Per Beth, over \$4,000 in from business donors this month that does not yet reflect in the financial reporting. • Reserve account interest: best deal thus far is to keep at Mission Fed. Anyone can research and present other options. • Discussed amending budget to include food at Joint Parent Meetings. Would be approximately \$600 for the year as FOABE would be responsible for suppling food at every other meeting. Need to review by laws on this topic. | Motion by C. Jaccard/B. Deig | | | | | | | | | | | | | | | | | | | | |
| Fundraising Report And additional information | <p>CANVASSING COMMITTEE</p> <ul style="list-style-type: none"> • Katie Bennett & Sarah McClure to Chair this committee. Always in need of canvassers. One united team to canvass for all events throughout the year. <p>MARYLAND STREET/HALLOWEEN</p> <ul style="list-style-type: none"> • Alexandra, a resident on Maryland Street intends to sell pomegranates, etc on Halloween & donate the proceeds. <p>SPONSORSHIP OPPORTUNITIES</p> <ul style="list-style-type: none"> • Always looking for cash & in-kind donations from businesses. Look for companies that do matching donations. <p>BNO</p> <ul style="list-style-type: none"> • First BNO is Friday, October 21 from 6:30 – 9:30 at U31. Childcare at Birney provided by SAY San Diego. <p>MORNING BUZZ</p> <ul style="list-style-type: none"> • October 28 from 8:45 – 9:45. Food/drinks donated by Starbucks, Panera, Big City Bagels. | | | | | | | | | | | | | | | | | | | | | |

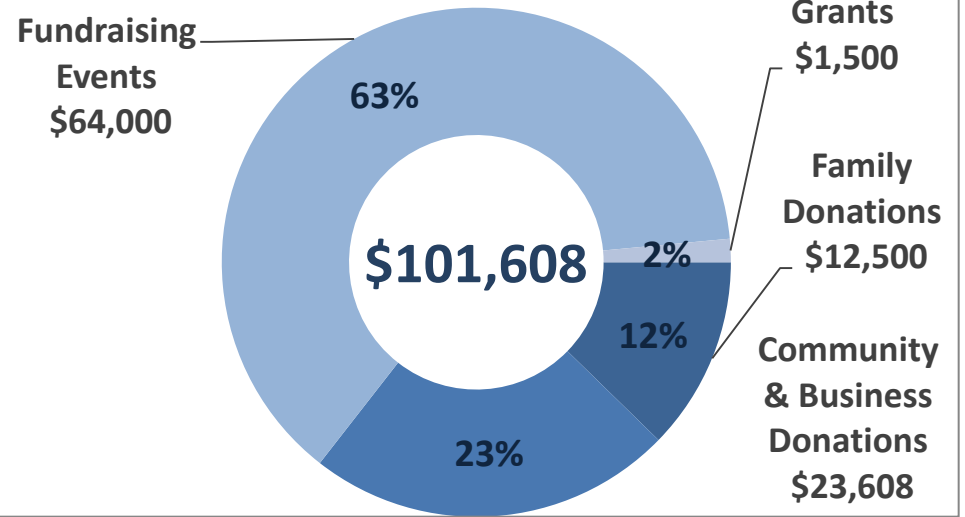
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|----------------|--|----------------------------------|
| | <p>UH/ARTS OPEN</p> <ul style="list-style-type: none"> • Garden tours & farm stand at this event. Great way to advertise & promote Birney in the community. • Need rental permit. Checking into rental costs & insurance plan. • Produce & fig jam will be sold at this event. • In need of volunteers for the day of the event. | |
| Other business | <p>DONATION – Stephanie Lloyd</p> <ul style="list-style-type: none"> • Stephanie Lloyd of Lloyd Realty Group donates to an organization for every transaction she completes. Donated \$500 to FOABE at this meeting. <p>GRANTS – Caroline McKeown</p> <ul style="list-style-type: none"> • Working on grant via the American Dermatology Association for a shade structure over the outdoor classroom. Grant is for \$8,000. Need a dermatologist recommendation. Per Wellness Committee, they can provide this. Structure will be a temporary structure; retractable & anchored, but not drilled into the ground. Per state & district regulations regarding permanent structures, the cost would be \$300,000. • Working on other opportunities, as well. | |
| Adjourn | Meeting adjourn at 8:08 pm | Motion by W. DeCesare/C. Jaccard |
| Next Meeting | November 15, 2016 – 6:30 pm – Auditorium | |

FOABE Income and Expenses

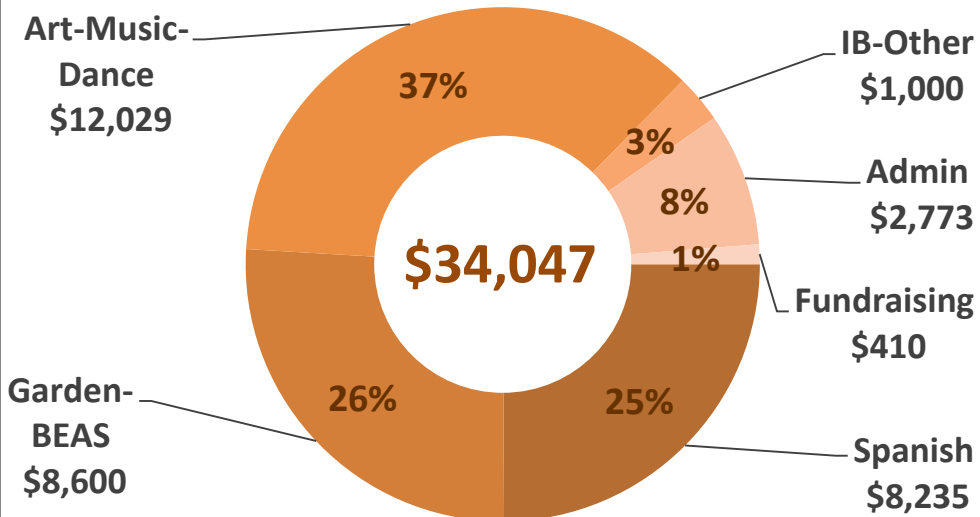
Funds Raised 7/1 to 10/31/2016



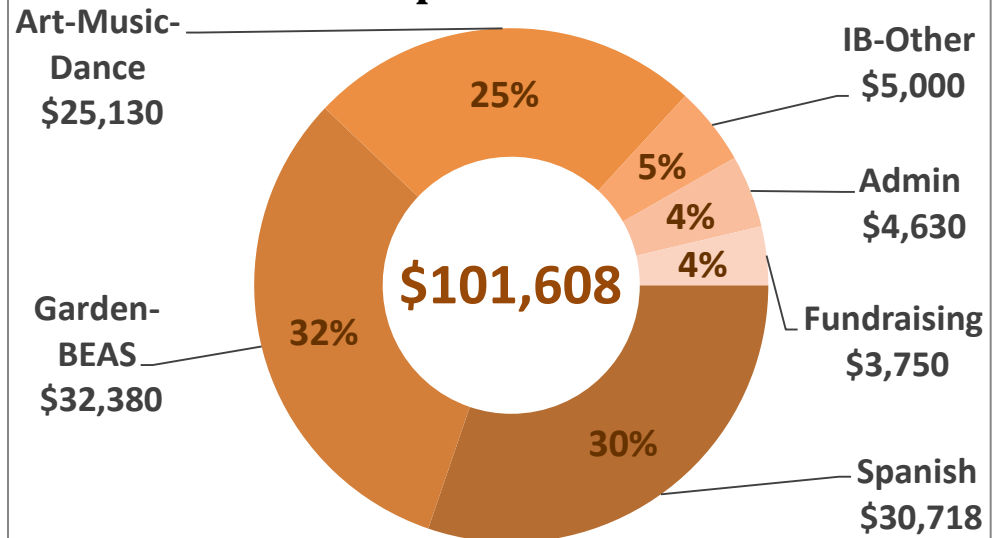
Fundraising Goals for 2016-17



Expenses 7/1 to 10/31/2016

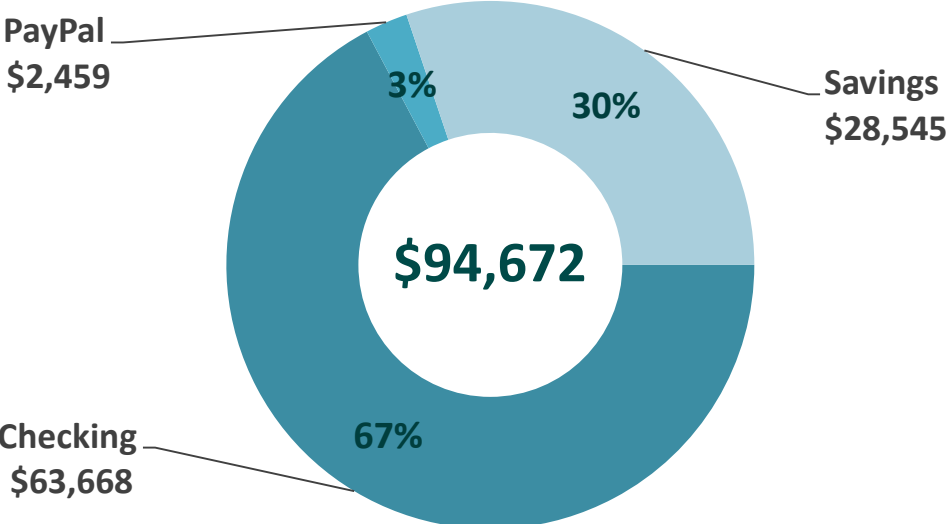


Planned Expenses for 2016-17

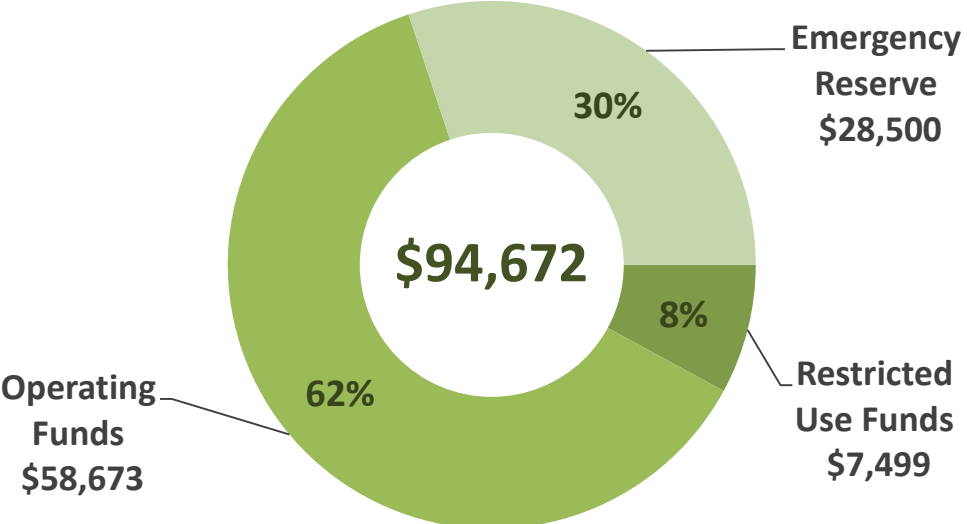


FOABE Assets

Account Balances as of 10/31/2016



Funds Availability as of 10/31/2016



| | Selected Period | Year to Date | Budget |
|---|-----------------|---------------|---------------|
| Cash Balance Forward | | | |
| MFCU Checking | 62,620.40 | 84,110.41 | 84,110.41 |
| MFCU Savings | 28,542.17 | 28,534.98 | 28,534.98 |
| PayPal Account | 190.73 | 442.38 | 442.38 |
| x_Chase Checking | 0.00 | 0.00 | 0.00 |
| Total Cash Balance Forward | \$ 91,353.30 | \$ 113,087.77 | \$ 113,087.77 |
| Receipts | | | |
| Administration | | | |
| Donations - Administration | 3,975.00 | 4,335.00 | 3,500.00 |
| Donations - Community | 1,400.00 | 1,430.00 | 15,283.00 |
| Interest Income | 2.42 | 9.61 | 50.00 |
| Fundraisers | | | |
| Amazon Smile | 0.00 | 44.63 | 0.00 |
| Amazon Store Front | 168.84 | 503.99 | 1,500.00 |
| Big Give | 0.00 | 0.00 | 23,000.00 |
| BNO-1 (Birney Night Out) | 4,821.00 | 4,821.00 | 4,000.00 |
| BNO-2 (Birney Night Out) | 0.00 | 0.00 | 4,000.00 |
| Monthly Contributions (Give a Latte) | 240.00 | 915.00 | 3,000.00 |
| Pride Parking | 0.00 | 3,571.50 | 3,500.00 |
| Run for the Green | 0.00 | 0.00 | 28,000.00 |
| Programs | | | |
| Art/Music/Dance | 0.00 | 0.00 | 500.00 |
| Garden | 0.00 | 0.00 | 500.00 |
| Spanish | 0.00 | 0.00 | 500.00 |
| Total Receipts | \$ 10,607.26 | \$ 15,630.73 | \$ 87,333.00 |
| Expenses | | | |
| Administration | | | |
| Advertising & Promotion | 191.40 | 191.40 | 1,500.00 |
| Bank Charges | 0.00 | 2.12 | 50.00 |
| Bank Charges - NSF | 0.00 | 0.00 | 25.00 |
| Childcare | 30.00 | 30.00 | 400.00 |
| Computer Expense | 42.50 | 674.00 | 750.00 |
| Conferences/IB Training for Teachers | 0.00 | 0.00 | 5,000.00 |
| Insurance | 0.00 | (805.00) | 805.00 |
| Non-Program Expense (Use of Grants from Others) | 0.00 | 3,631.28 | 0.00 |
| Operating Expenses | 0.00 | 0.00 | 400.00 |
| Other Expenses | 0.00 | 0.00 | 400.00 |
| PayPal Fees - Administration | 1.62 | 4.12 | 50.00 |
| Postage | 0.00 | 0.00 | 100.00 |
| Supplies | 0.00 | 45.14 | 150.00 |
| Fundraisers | | | |
| Big Give | 0.00 | 0.00 | 500.00 |
| BNO-1 (Birney Night Out) | 307.25 | 307.25 | 400.00 |
| BNO-2 (Birney Night Out) | 60.00 | 60.00 | 400.00 |
| Monthly Contributions (Give a Latte) | 8.58 | 32.73 | 100.00 |
| Pride Parking | 0.00 | 10.00 | 350.00 |
| Run for the Green | 0.00 | 0.00 | 2,000.00 |
| Programs | | | |
| Art/Music/Dance | 0.00 | 12,028.75 | 25,130.00 |
| Class Size Reduction/Other | 0.00 | 1,000.00 | 0.00 |
| Garden | 3,700.00 | 8,600.00 | 32,380.00 |
| Spanish | 2,947.50 | 8,235.00 | 30,718.00 |
| Total Expenses | \$ 7,288.85 | \$ 34,046.79 | \$ 101,608.00 |

| | | | | | | |
|--|----|-----------|----|-------------|----|-------------|
| | \$ | 3,318.41 | \$ | (18,416.06) | \$ | (14,275.00) |
| Net Receipts | | | | | | |
| Less: | | | | | | |
| Emergency Reserve | | | | | | 28,500.00 |
| Garden Supplies/Equipment | | | | | | 4,116.09 |
| IB Materials | | | | | | 2,882.50 |
| Kaiser Staff Lounge/Kitchen Grant 2016 | | | | | | 0.00 |
| Zurich University Hosting | | | | | | 500.00 |
| Unallocated Reserves | | | | | | 62,814.18 |
| | | | | | \$ | 0.00 |
| | | | | | | |
| Cash Balance | \$ | 94,671.71 | \$ | 94,671.71 | | |
| Change to Fund Balance | | 0.00 | | 4,631.28 | | |
| Change to Kaiser Staff Lounge/Kitchen Grant 2016 | | 0.00 | | (3,631.28) | | |
| Change to Zurich University Hosting | | 0.00 | | (1,000.00) | | |
| Adjusted Cash Balance | \$ | 94,671.71 | \$ | 94,671.71 | | |

Checks Written

| | | | |
|-----|-------------------------|---|----------|
| 271 | Elizabeth Deig | MailChimp - Sep 2016 | 21.25 |
| 272 | Department of Justice | Raffle Registration for BNO Events | 20.00 |
| 273 | Shelley Jaccard | BNO Equipment - sign holders, ticket drum, etc. | 129.30 |
| 274 | IES Language Foundation | Spanish - Sep 2016 | 2,947.50 |
| 275 | Dig Down Deep | Garden - Sep 2016 | 3,700.00 |
| 277 | John Amat | Thermometer banners replaced | 191.40 |
| 278 | Heather Kin | Childcare - Oct 2016 meeting | 30.00 |
| 279 | Elizabeth Deig | MailChimp - Oct 2016 | 21.25 |
| 280 | Elizabeth Deig | BNO Printing Expense (replaces check #276) | 33.76 |
| 281 | Espie Tuthill | BNO 1 Food - Cookies, Fruit, Tip for Pizza delivery | 127.64 |

Signature

Date

| Date | Type | Number | Description | Amount | Totals |
|-----------------------------------|------------|--------|--|--------------|---------------------|
| x_Chase Checking | | | | | |
| Balance On Hand 10/1/2016 | | | | | \$ 0.00 |
| Total Deposits | | | | | \$ 0.00 |
| Total Disbursements | | | | | \$ 0.00 |
| Balance On Hand 10/31/2016 | | | | | \$ 0.00 |
| MFCU Checking | | | | | |
| Balance On Hand 10/1/2016 | | | | | \$ 62,620.40 |
| Deposited Income | | | | | |
| 10/05/2016 | DEPOSIT | | Cash and Check donations | \$ 1,310.00 | |
| 10/08/2016 | DEPOSIT | | Various checks and cash | 1,305.00 | |
| 10/15/2016 | DEPOSIT | | Sponsor check | 1,000.00 | |
| 10/21/2016 | DEPOSIT | | Various checks | 1,700.00 | |
| 10/22/2016 | DEPOSIT | | Cash and Check from BNO | 1,711.00 | |
| 10/27/2016 | DEPOSIT | | Check and cash from BNO | 1,075.00 | |
| 10/31/2016 | DEPOSIT | | Amazon Store Front ACH | 168.84 | |
| | | | | TOTAL | \$ 8,269.84 |
| Voided Checks | | | | | |
| 10/17/2016 | VOID CHECK | 276 | Kari Ramirez, BNO Supplies, Printed Invitations (check was lost, Beth Deig reimbursed her) | \$ 33.76 | |
| | | | | TOTAL | \$ 33.76 |
| Total Deposits | | | | | \$ 8,303.60 |
| Checks | | | | | |
| 10/01/2016 | CHECK | 271 | Elizabeth Deig, MailChimp - Sep 2016 | \$ 21.25 | |
| 10/07/2016 | CHECK | 272 | Department of Justice, Raffle Registration for BNO Events | 20.00 | |
| 10/07/2016 | CHECK | 273 | Shelley Jaccard, BNO Equipment - sign holders, ticket drum, etc. | 129.30 | |
| 10/07/2016 | CHECK | 274 | IES Language Foundation, Spanish - Sep 2016 | 2,947.50 | |
| 10/14/2016 | CHECK | 275 | Dig Down Deep, Garden - Sep 2016 | 3,700.00 | |
| 10/17/2016 | CHECK | 276 | Kari Ramirez, BNO Supplies, Printed Invitations (check was lost, Beth Deig reimbursed her) | 33.76 | |
| 10/17/2016 | CHECK | 277 | John Amat, Thermometer banners replaced | 191.40 | |
| 10/18/2016 | CHECK | 278 | Heather Kin, Childcare - Oct 2016 meeting | 30.00 | |
| 10/18/2016 | CHECK | 279 | Elizabeth Deig, MailChimp - Oct 2016 | 21.25 | |
| 10/27/2016 | CHECK | 280 | Elizabeth Deig, BNO Printing Expense (replaces check #276) | 33.76 | |
| 10/27/2016 | CHECK | 281 | Espie Tuthill, BNO 1 Food - Cookies, Fruit, Tip for Pizza delivery | 127.64 | |
| | | | | TOTAL | \$ 7,255.86 |
| Total Disbursements | | | | | \$ 7,255.86 |

| Date | Type | Number | Description | Amount | Totals |
|-----------------------------------|------------|--------|-------------------------------------|-------------|---------------------|
| Balance On Hand 10/31/2016 | | | | | \$ 63,668.14 |
| MFCU Savings | | | | | |
| Balance On Hand 10/1/2016 | | | | | \$ 28,542.17 |
| Adjustments/Transfers | | | | | |
| 10/31/2016 | ADJUSTMENT | 175 | Bank interest payment | \$ 2.42 | |
| | | | | TOTAL | <u>\$ 2.42</u> |
| Total Deposits | | | | | \$ 2.42 |
| Total Disbursements | | | | | \$ 0.00 |
| Balance On Hand 10/31/2016 | | | | | \$ 28,544.59 |
| PayPal Account | | | | | |
| Balance On Hand 10/1/2016 | | | | | \$ 190.73 |
| Deposited Income | | | | | |
| 10/31/2016 | DEPOSIT | | PayPal summary deposit | \$ 2,335.00 | |
| | | | | TOTAL | <u>\$ 2,335.00</u> |
| Total Deposits | | | | | \$ 2,335.00 |
| Adjustments/Transfers | | | | | |
| 10/31/2016 | ADJUSTMENT | 174 | Reduce gross PayPal deposit by fees | \$ 66.75 | |
| | | | | TOTAL | <u>\$ 66.75</u> |
| Total Disbursements | | | | | \$ 66.75 |
| Balance On Hand 10/31/2016 | | | | | \$ 2,458.98 |
| Other Information | | | | | |

| Category | Type | Balance |
|---|-----------------------|---------------------|
| Assets | | |
| Accounts Receivable | Asset | \$ 0.00 |
| Cash Box | Asset | 0.00 |
| Fixed Assets | Asset | 0.00 |
| Inventory | Asset | 0.00 |
| Investments | Asset | 0.00 |
| MFCU Checking | Bank | 63,668.14 |
| MFCU Savings | Bank | 28,544.59 |
| PayPal (Old Asset Account) | Asset | 0.00 |
| PayPal Account | Bank | 2,458.98 |
| Undeposited Funds | Asset | 0.00 |
| x_Chase Checking | Bank | 0.00 |
| Total Assets | | \$ 94,671.71 |
| Liabilities | | |
| Accounts Payable | Liability | \$ 0.00 |
| Sales Tax Payable | Liability | 0.00 |
| Total Liabilities | | \$ 0.00 |
| Fund Balance | | |
| Emergency Reserve | Carry-Over/Restricted | \$ 28,500.00 |
| Fund Balance | Carry-Over/Restricted | 77,089.18 |
| Garden Supplies/Equipment | Carry-Over/Restricted | 4,116.09 |
| IB Materials | Carry-Over/Restricted | 2,882.50 |
| Kaiser Staff Lounge/Kitchen Grant 2016 | Carry-Over/Restricted | 0.00 |
| Zurich University Hosting | Carry-Over/Restricted | 500.00 |
| Change in Fund Balance | | (18,416.06) |
| Total Fund Balance | | \$ 94,671.71 |
| Total Liabilities and Fund Balance | | \$ 94,671.71 |