

**Shorewood High School
PTSA Board
Meeting Minutes**

Group: Board Meeting
Date: June 6, 2017
Time: 7 pm
Location: Jersey's

Notice of the meeting was given to those entitled to receive notice. Quorum was met.

Attachments: Agenda, Attendance Sheet, 3/7/17 Board Meeting Minutes, 05/2017 Financial Report, 06/2017 Financial Report

1. Call to Order

- a. The meeting was called to order at 7:06 pm.

2. Approval of Minutes

- a. The minutes from the 03/07/2017 Board meeting were approved as submitted.

3. President's Report

- a. Financial Review Committee – Mary Lynn Antush, Brian Heagler and Maya Liu – will plan to meet sometime over the summer including outgoing Treasurer Craig Y.
- b. Bank statements will continue to be mailed to Brian over the summer.
- c. Re: Password changes: once the transfer has officially occurred at the bank from Craig Y. to Maya L., Maya can change the passwords to the online banking and PayPal accounts. Maya will coordinate changing the PayPal password with Kris McRea who is the incoming WebMaster.
- d. The SW PTSA was notified that it received the Platinum Level Membership Award – way to go and congrats specifically to Lori R. and Krista K.

4. Principal's Report – Bill Dunbar

- a. Very busy time of year – final concerts, long distance field trips, volunteer hours
- b. Senior Week is next week – moving up ceremonies, yearbooks distributed
- c. Big change – the school will allow the decoration of graduation caps
- d. Back to Business will be on Wed., 8/30– there will be a different schedule for the upcoming school year as students are being allowed to keep their iPads over the summer break. This is also the date for the Freshman and New Student BBQ.
- e. There will be a brief summer mailer sent. The bulk of the information will be on the school's website. Mailer should go out shortly after school is out.

5. Financial Report – Craig Yamane

- a. The Wells Fargo account has not been closed yet (banking is now being done at Key Bank.) It will be closed soon.
- b. Question re: boxes of paperwork – where can it be stored? Would prefer not to have to pass it all to Maya who then has to find a place to store.
 - i. Per Kim, 2 boxes can be stored at the Council office – make sure it's older stuff that you won't need to access readily.
 - ii. Brian still needs to buy the 4-drawer locking filing cabinet that was previously approved, Per Bill D., there is a brand that can be ordered that will fit with the other furniture and be put in the Career Center. Brian will coordinate with Bill D.

6. Director Reports

- a. Vice President – Kim
 - i. Staff Appreciation lunch is on Friday, 6/9. Looking for a backup gas grill to borrow and 1 pan of mac and cheese to be donated. Could also use more help from 10am-2pm.
- b. Programs – Diana
- c. Student Services – Anne

- d. Communications – Mary Lynn
- e. EQC – Kerry
 - i. Unspent funds report is being put together
- f. Family Services – Wendy
- g. Legislation – Suzanne (Kim O. in her place)
- h. Membership – Lori and Kristi
 - i. Reiko to print the final roster by Friday, 6/16 and let Lori know when done so she can close out PTAvenue.

7. Unfinished/New Business

- a. None

Next meeting: Final meeting of 2016-2017 BOD

The meeting was adjourned at 7:29 pm.

Recorded by:

Reiko Shigemoto, SWHS PTSA Secretary

Date Approved