

EB Meeting November 11/6/13  
Dobra Tea House - 4:15 PM

In attendance: Abbie Campsie, Shannon Ewing, Adam Sikorski, Henry Willis, Annie Kurzweg, Ray Obenza, Joie Conroy, Mary Lou Robinson, Sivan Ernest

Annie will get incorporating documents from Bill Axtman, so Mary Lou can apply for the Pittsburgh Foundation Day of Giving.

ABBIE - spoke about the yahoo group. We have strict rules about advertising, charities, etc. It has to be limited to Colfax issues, even issues important to Colfax families but not Colfax-related.

Henry discussed the Frick Environmental issue - resolved, partly by communication with councilman. The demountables will be moved to a location accessible by CX kids during the Center's renovation.

Criteria for yahoo group - Colfax event or something organized by Colfax.

Orange Spirit calendar - was separate because the PTO calendar was already out. School Spirit Committee might be able to coordinate with PTO calendar in the future. Adam will talk to Committee about it.

MARY LOU - will try to get the fundraising letter out soon. Kim will give Mary Lou the labels, and people will label them at school. Kim is at the school until 3:45. Mary Lou's employer will donate the stamps. Approx. 500 families.

Dining cards. Mary Lou ordered 150 more and they should be delivered this week. Notices will go out in backpack mail. Will also have some at meeting next week.

Ten thousand villages fundraiser. Have one volunteer to be there from 6-7. If store has sales of 1000 or more on 11/19 between 6-8, then CX will get 15 percent of those sales. If less, CX will get 10 percent. Sliding scale of profits. Would like two more people there. Will call for volunteers at next week's meeting.

Henry asked about kidstuff books - there was a receipt for Cinci trip, which will come out of profits for kidstuff books. Profits went to kids who sold books, and cover that receipt. Will add a line on budget that should end up at zero. Not counting it as a change to the budget, because it will be a zero item. Middle level has separate fundraising -- such as Prantl's fundraiser -- directed toward the trip, to enable people to go on the trip. Kidstuff money has to be accounted for because it flows through PTO bank account, but the other fundraisers are not.

SIVAN - Talent show will be on 12/5. Tasha Terry is handling it. Will talk about whether to have bus for talent show - kids stayed after school and PTO sold pizza for \$1.00. Last year, lots of kids and not enough parents. Bus for spectators, rather than just for

kids who are in the show? Can send bus for parents, and collect \$1.00 deposit that is returned.

Teacher's potluck Thursday 12/19. Staff lounge is in new building now. Adam will try to make arrangements to see whether we can use the old space for that day and get a table etc. in there.

Ice skating moved to 2/3. Sivan is looking into organizing a bus. We can plan for transportation (bus, van) depending on RSVPs.

Newsletter is done; will come out soon. Will have a December newsletter also.

HENRY AND RAY - Handed out draft budget and went over sheet. All info for audit has been collected, and Henry, Ray, and Ellie will meet with auditor within the next week or two.

Dining cards should be added in a separate income category. Don't need to allocate part of any other funds. Mad Mex was in general fund last year; will go in restaurant fundraiser this year.

Use the format that people are used to with the budget reports. It will take less time than explaining new format. People want to know gross yield, to evaluate effectiveness of fundraisers.

Churro sales will be under event food sales. Churros are sold at a family fun night (Fiesta), so they go as a credit against the expense of that night, rather than a fundraiser. Sivan will give Henry and Ray the churro receipt. Henry said the audit requires the form, rather than just turning the receipt into the Treasurer.

The itemized statement is posted every month on the web. Shannon pointed out that there are donors named who might wish to be anonymous. The ask letter donations did not come in as individual donations, so that's not an issue - they are listed as "ask drive donations." Henry said they could change that in Quicken.

Middle level - itemized transactions. Check listed with 0.00. That was still being worked out - it is erroneously listed as trip to DC, rather than Cinci.

At the meeting, Henry or Ray should clarify what it means to operate under a deficit budget.

Henry will find out when talking to CPA about how much surplus you can retain over time without jeopardizing tax-exempt status.

T-shirt sales and spiritwear will be combined.

Have not received check yet from Shadyside race.

We are at about 6500 profit right now. Henry and Ray will come up with a revised budget and get it to EB via e-mail before general meeting.

PSCC meeting will be curriculum-focused. Will be held from 5:30-6:30 (probably 6:45), before PTO meeting.

Sivan talked about various programs at CMU. Henry discussed proposal form that has to be submitted, so EB can discuss and vote.