



***Kyrene de los Cerritos***  
***PTO Emergency General Meeting***  
***August 24<sup>th</sup>, 2012***  
***Meeting Minutes***

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**CALL TO ORDER:**

◆ Meeting was called to order by Marcy Theisler, President, at 8:00am

◆ The following board members were present:

**Marcy Theisler – President**

**Allie Schenach – Vice President**

**Chylon Brigham – Financial Secretary**

**Wendy Lathrop – Hospitality**

**Lori Geisen – Volunteer Coordinator**

**Erica Rathje – Hospitality**

**Brad Mooneyhan – Communications**

**Nikki Dranias – Secretary**

**Darcy DiCosmo – Principal**

**(Josh Magdziarz , Treasurer and Amy Richardson, Historian were not in attendance due to travel)**

**SPIRITWEAR DISCUSSION:**

The purpose of this meeting is to increase the money in our Spiritwear line item since we sold so much at Meet the Teacher Night. Typically, our budget has been \$3K and it costs that much to keep going throughout the year and we end the year at break even.

Sydney Sterling, one of our Spiritwear Representatives, showed us our new shirts including the Leadership Academy shirt. She has to have the 1500 on last year's budget so that the kids could design it. Last year they took money out of misc. so that this year we have extra money to do this.

Because Josh was traveling on business, Marcy read from an email the he wrote detailing the reasoning behind how we'll handle this in our budget. The email read as follows:

“To aid in the budgeting process, especially for future years, it would be advisable to have at least a rough idea of current inventory levels. This would help us determine how much we stand to earn, and how much we may need to purchase to replenish stock. Knowing that

Spiritwear is typically sold as a break-even, it becomes even more critical to understand what we have on-hand at any given time.

Presently, we budgeted for Spiritwear to have income of \$3,000 with expenses of \$400 for the fiscal year. This was determined by reviewing prior years budgeted income and the approved expense at the end of of FY11-12 to pre-expense for replenishment. If we plan on continuing to replenish Spiritwear throughout the year and load ahead of time for subsequent year's meet the teacher nights, then we need to adjust the expense line to accommodate the continued expense.

In order to accomplish this, we need to not only increase the Spiritwear expense line, but also decrease the expenses in other categories. Unfortunately, this will impact other operating type expenses, as it would not be prudent to decrease student related expenses at the cost of Spiritwear. In reviewing the budget, to the best of my knowledge, we pre-paid \$1,500 to Apex Fun Run for necessary expenses. This amount should be deducted from the 48% revenue that is brought in via the fundraiser, which provides us with some additional funds. I would propose the following budget expense line item decreases to create room for the changes:

1. Decrease Fundraisers - Fun Run expense by \$1,500 (brining the expense line down to \$5,700), due to the fact that \$1,500 was pre-paid and would count towards the fundraising split back to Apex (48%).
2. Decrease Hospitality - Event Hospitality expense by \$600 (brining the expense line down to \$3,900).

As such, we should likely make a motion for the following:

Motion to increase the Spiritwear expense line by \$2,100 (bringing the total budgeted expense to \$2,500), while decreasing the Fun Run and Event Hospitality expense by \$1,500 and \$600 respectively, for the fiscal year, with a corresponding change to the encumbered expenses from 2011-2012 that carried forward to account for the \$1,500 prepaid for Fun Run.”

*Brad Mooneyhan then made a motion to “to increase the Spiritwear expense line by \$2,100 (bringing the total budgeted expense to \$2,500), while decreasing the Fun Run and Event Hospitality expense by \$1,500 and \$600 respectively, for the fiscal year, with a corresponding change to the encumbered expenses from 2011-2012 that carried forward to account for the \$1,500 prepaid for Fun Run.” Allie Schenach seconded the motion and it received a majority vote.*

Sydney Sterling commented that she has spent a lot of time making sure our costs are low as well as getting a great product for our parents. Over time, she said, that we can reduce the number of options in our Spiritwear line if that’s what the board and parents would like to do. For example, maybe we don’t need to have the water bottles for sale.

Allie Schenach commented that we give it our best effort to make sure that the PTO and Spiritwear are working together. The PTO is here to support Spiritwear and that's why we open the invitation to have our Spiritwear representatives join us at all meetings.

Bradley Reginald made a request to not reinvent the wheel, but to keep communication open between past and present boards. She feels that mentoring from the former board to the new board would help ease the transition. We could work better as a PTO and as parents by communicating more openly. Someone made a comment that we are very appreciative of all of the work and time that's gone into it.

Meeting was adjourned at 8:21am.