

Dear Unit Presidents,

Happy New Year!

Please join us -

Wednesday, February 1 at the [Toyota Auto Museum, 19600 Van Ness Ave \(at Toyota Way\) Torrance CA 90509](#)

- 9:00am - Refreshments
- 9:30am - Meeting begins (promptly)
- 10:30am -10:45am – Principals & Reflections awards recipients arrive at the meeting.

Carpooling is encouraged – Limited parking available.

February Meeting Checklist: Please bring the following to the Jan. 5 meeting:

- _____ Monthly President's report – to Martha Deutsch, President
- _____ Monthly Treasurer Reports, 2 copies, attached to meeting minutes that address the report being presented and approved/filed for audit - to Terry Ragins, Auditor
- _____ 7/1/11 – 12/31/11 Audits – 2 copies please, as soon as completed---For your audit to be complete, please submit 2 copies of both the Audit Form, Audit Checklist and Final Bank Statement to your audit – (forms attached) - to Terry Ragins, Auditor
- _____ Honorary Service Awards recipients' names, addresses and bios (with the type of award listed) – to Caren Dutton
- _____ Thirty-Third District PTA's Red Ribbon Week-Healthy Lifestyle Awards application – to Amy Paris, 5th VP.
- _____ Thirty-Third District PTA's Safety Award Application – to Katie Saavedra, 4th VP
- _____ Worker Compensation Annual Payroll Report. Please turn in one copy of this completed report to Debbie Russell. Forms were distributed at the December meeting. ****NOTE:** If you find the amount previously remitted to Council does not match your report (ie your unit has employed people during the Jan 5, 2011-Jan 4, 2012), please remit the balance due at the January meeting.

Reports are needed from the following units:

Launch PTA
Lincoln PTA
Madrona PTSA
South High PTA

Towers PTA
Walteria PTA
Yukon PTA

_____ Copy of Incorporated Units' Statement of Information – to Debbie Russell, Treasurer (only required if incorporated – Incorporated units are: Adams, Arlington, Casimir, Fern, North High, South High & Walteria)

_____ Proof of Charitable Trust number application/renewal (Note: Copies of these forms will be accepted at any time, whenever the forms are ready, or when they are up for renewal), 2 copies - to Terry Ragins, Auditor. All units, incorporated or not, must have Charitable Trust numbers!

_____ Copy of Incorporated Units' Charitable Trust Registry – to Debbie Russell, Treasurer (only required if incorporated)

_____ Payment for the following events –

Please submit **one** check to the Torrance Council of PTAs for the following items – to Karen Cristy, Financial Secretary

- Monthly membership turn-in
- \$10/pp for Thirty-Third District PTAs Teen Scene Middle and High School Conference on Thursday, Feb. 16, 2012. Please get clearance through your school for students to attend. Last School Board meeting to get approval is Feb. 6.
- If you have not already submitted payment of \$9/pp for the Open Council Luncheon, please state the number of attendees on the remit form.
- Founder's Day donations (Note: if your PTA will be collecting "Free will offerings" for Founder's Day, those donations will be due in March, or check your unit budget for budgeted amount of donation.)

_____ Newsletters – to Martha Deutsch (1 copy), Camilla Seferian (2 copies), and 30 copies to all units (optional)

_____ Updated Bylaws (if due) - to Keith Musick, Parliamentarian

Here are some notes about the Open Council Luncheon on February 1:

- Council elections will be held at the Feb. 1 meeting. Please have a look at the attached proposed slate of officers for next year's board of officers. Please forward this to the two (2) members who were elected to represent your unit as voting members at our association meetings. You will be given voting cards and ballots at check in.

Here's an excerpt from our Council Bylaws about who can vote

Article V – Council Voting Body

Section 2.

For the election of council officers each association in good standing shall be entitled to be represented by the president or his alternate and two delegates or alternates.

Section 7.

Only accredited delegates as provided in Article V, Section 2, and members of the council executive board shall be qualified to vote at the election of council officers. No delegate shall represent more than one association and no person shall have more than one vote.

- Reflections – Please be sure to save seats for the Reflections Awards of Excellence recipients given by Council (not the unit award winners, but the ones from Council.) Please make them feel welcome and celebrate with them! The recipients and their guest(s) should be arriving at 10:30am.
- HSA information turn-in –All units will need to turn in the names, addresses, bios and type of award of their HSA recipients to Caren Dutton on February 01, 2012 (see attached).
- HSA reservations and fees will be due on March 2, 2011.
- Mostest Awards – Once again, we will be awarding the “Mostest Awards” to the units who have the largest number of groupies. Please encourage your board to join us for the fun (we will be having our annual election, present Reflections Awards, celebrate Founders Day, and honor our Honorary Service Awards recipients.)

See you on February 1st!

Adele :)