

Dear Unit Presidents,

Happy New Year!

Please join us -

Wednesday, January 4 at the Katy Geissert Library.

- 9:00am - Refreshments
- 9:30am - Meeting begins (promptly)

January 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

_____ 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:

Adams PTA	Magruder PTSA
Anza PTA	North High PTA
Arlington PTA	Richardson PTSA
Arnold PTA	Riviera PTA
Bert Lynn PTSA	South High PTA
Calle Mayor PTSA	Torrance Elem. PTA
Carr PTSA	Torrance High PTA
Casimir PTSA	Towers PTA
Edison PTA	Victor PTA
JH Hull PTSA	Walteria PTA
Launch PTA	West High PTSA
Lincoln PTA	Wood PTA
Madrona PTSA	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
- \$25/pp for Thirty-Third District PTAs Midwinter Conference on Feb. 9.
- \$10/pp for Thirty-Third District PTAs Teen Scene Middle and High School Conference on Thursday, Feb. 16, 2012. (Note: Reservations will still be accepted at the January Meeting.) Please get clearance through your school for students to attend. Last School Board meeting to get approval is Feb. 6.
- \$9/pp for Open Council Luncheon on Feb. 1 (Invitations will be coming out shortly.) If you already know who will be attending, you are welcome to submit payment this month. Please state the number of attendees on the remit form.
 - Limited editions of the Council Directory will be available for \$6.00 each.
 - Thirty-Third District PTA calendars are available for sale for \$2.00 each

_____ Reservations for Council workshops on Monday, January 30 at HULL. Please see flyer attached.

_____ 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 members who were elected to represent their units as voting members at our association meetings.
- 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.)
- 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.
- Reflections – Recipients of the Reflections Awards of Excellence given by Council (not the unit award winners, but the ones from Council) will receive invitations directly from Zee Harb and their RSVPs should be given direct to her so that she can plan the ceremony accordingly. Each recipient will be invited to come with one family member. Zee will notify each unit president the names and

number of reflections folks who will be attending from your school. You will need to save seats for them and make them feel welcome and celebrate with them.

- District Safety Awards – Due to Council Feb. 1 - to Katie Saavedra, 4th VP

See you on January 4th!

Adele :)