

Dear Unit Presidents,

Please join us -

Wednesday, November 2 at the Katy Geissert Library.

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

November Meeting Checklist: Please bring the following to the Nov. 2 meeting:

_____ Monthly President's report – to Martha Deutsch, President

_____ **Need 2 copies of Audits and 2 copies of taxes. Please add this or we will have to make copies of all to turn in.....AND the below items, too!**

_____ Monthly Treasurer Reports, 2 copies, attached to meeting minutes that address the report being presented and approved/filed for audit - to Terry Ragins, Auditor

_____ 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 by Dec. 2012!

_____ Adopted Budget – to Bobbi Lim, Council Budget and Finance Director

_____ Unit Program Directories (if you hadn't turned it in last month) – to Cindy Shields, 1st VP.

*If you haven't already, you may submit your Unit Directory for judging (no longer an Honor Roll item but at least you would still be eligible for recognition!) Attached is the Unit Directory Submission Form. You will need to fill out both pages and turn them in with **two** of your Unit Directories. The Program Directory Award Requirements and Instructions were already sent to you back on October 1st with the submission form. To reduce attachments, they were not included here. If you would like to see them, please check your old emails or contact Cindy Shields at lafngirl@verizon.net. There will be a box to collect your directories and submission form at Wednesday's meeting. Thank you!"*

_____ Red Ribbon Week Activities Report – to Amy Paris, 5th VP (Hard copy or email OK. Amy's email address: acp@pacbell.net)

_____ Payment for the following events –

Please submit **one** check to the Torrance Council of PTAs no later than 10am for the following items – to Karen Cristy, Financial Secretary

- Council Obligations DUE [Youth Camp, Scholarship, Project BOSS (formerly Operation Backpack), and Health.] Consult your budget to know the amount that you will be turning in.
- Monthly membership turn-in. This is the transitory amount for all memberships processed at your unit since the last remittance to Council.
- Insurance Premium \$199 – The deadline is December 7.
 - 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

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

_____ Names of voting delegates (after they have been approved by your association) – to Keith Musick, Parliamentarian

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

_____ Straw Ballot (attached) to Keith Musick, Parliamentarian

Note: The straw ballot is a tool that nominating committees use to help find the "right person for the right job." It is an aid for the committee. The committee, however, is not obligated to follow each suggestion.

_____ Record of Service Survey (attached) to Keith Musick, Parliamentarian

Note: As the nominating committee does its work, it is very helpful to have a Record of Service of each member of the Executive Board (that's you!). Filling out this form does not mean you are obligated to serve on the next board. Please complete the form and bring it to the meeting.

You're invited!

PRESIDENT'S ROUNDTABLE THIS MONDAY, NOV. 7:

There is a President's Roundtable at Casimir Middle School, 17220 Casmir Ave.

Reflections Entries Due on November 18:

Please drop off all Reflections Entries that received "Awards of Excellence" for all categories to Zainab Harb.

Friday, November 18, 2011

from 8:00am – 9:30am and from 1:30pm – 4:00pm

Victor Elementary School -Cafeteria, 4820 Spencer St., Torrance 90505

Please make sure all accompanying paperwork is in order. Reflections entry forms and instructions can be found on our website

www.torrancecouncilofptas.org by clicking on the Reflections link.

Holiday Luncheon on December 7 - An invitation will be sent directly to both you and your principal from the Invitations & Reservations Chairman, Susan Asato. The cost will be \$28.

- Don't forget – Insurance premiums will be due on Dec. 7.
- Sacramento Safari registrations for Student Delegates will be due on Dec. 7.

I look forward to seeing you Wednesday

Adele Kaplan
Corresponding Secretary
Torrance Council of PTAs