

Torrance Council of PTAs
June 1, 2011 Outgoing Executive Board Meeting Minutes
Katy Geissert Civic Center Library, 3301 Torrance Blvd., Torrance, CA

Martha Deutsch, President of Torrance Council of PTAs, called the meeting to order at 9:32 a.m. Quorum was met.

Pledge and inspiration led by Camilla Seferian, Torrance High School.

Excused Absences: Bobbi Lim

Courtesy seats granted: Anita Avrick, Thirty-Third District; Cindy Ellenbery, Manhattan Beach Council; Dawn Lewis, Bellflower Council; Kevin Gilligan, Victor Elementary parent; Pamela Rice and Tom McKinney, Office Depot; and to the incoming presidents: Kim Argento, Rosie Wider, April Gaffney, Carrie Kikuno, Paula Proffit, Grace Gee, Sheryl Gill, Maja Radmilovich, Yvonne Prestwood, Tina Nakai, Pam Argenti

Agenda adopted as printed.

Sumi Arnheim, Recording Secretary reported:

- The minutes from the April 13, 2011 Executive board meeting were reviewed and corrected by committee. Minutes will be filed for audit.
- The minutes from the April 13, 2011 Torrance Council of PTAs, Inc. meeting were reviewed by committee. Minutes will be filed for audit as printed.
- The minutes from the February 2, 2011 Executive board meeting were reviewed by committee. Minutes will be filed for audit.

Kevin Gillian, speaking as a concerned parent from Victor Elementary discussed:

- Need to get stable funding
- Proposing a parcel tax or possible sales tax
 - Parcel tax requires a 2/3 majority to pass
 - Sales tax could be passed with a simple majority
- Before Y & Z, a survey was done to see if those measures might pass. This survey cost \$30,000
- Kevin is encouraging each site to allocate \$1,000 in their legislative budget next year to go toward funding a survey.
- Can contact Kevin through Victor PTA or at 310-345-1212, cell

Martha Deutsch, President welcomed everyone. Self introductions were made.

Adele Kaplan, Corresponding secretary read thank you notes received from Martha Deutsch and Theodore Chang, scholarship recipient. Correspondence was circulated via clipboard.

Martha Deutsch, President discussed the following:

- Please turn-in all your financial documentation to the financial team ASAP.
- Thank you to Camilla Seferian, Torrance High School PTSA President and her team for hosting May Brunch and for the goodies today.
- Office Depot discounts for all Torrance Council PTA members, implementation in July.

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Terry Ragins introduced Pamela Rice & Tom McKiney, Office Depot

- Program will begin July 1, 2011 (flyer attached)
- This is a pilot program, effective at three locations
- Bring your PTA membership card to receive your discount
 - Under 2 ¢ a copy
 - Average of 40% savings
 - Not valid on laptops, computers, etc.
- Available to all PTA members

Motion: *Sumi Arnheim moved to approve the following recommendations from the Council Board of Directors:*

1. *Council awards \$600 to our nine council scholarship recipients to be paid from line item 37A and 37B and unbudgeted reserves if necessary.*
2. *Council ratifies checks #1728 to #1730 as printed on the April Treasurer's report*
3. *Torrance Council of PTAs encourages the city of Torrance and the Torrance Police Department to keep school crossing guards and high school resource officers in our schools in Torrance Unified.*
4. *Council pay bills #1731 to #1746 as read*
5. *Council pay all bills submitted through June 30, 2011*

Adopted

Director's Reports:

Karen Cristy, 1st Vice President, in charge of Leadership discussed the following:

- May Brunch Recap
 - Things went pretty well
 - One problem was 30 people who had not RSVP'ed just showed up

Motion: *Karen Cristy moved to pay each of the four high schools: North, South, Torrance and West \$15.00 as reimbursement for the additional Council and Torrance Fire Dept. scholarship recipients and guests, to be paid from the hospitality budget.*

Adopted

- Training seminars and brainstorming sessions

Kelly Gottlieb reported:

- Will be held on June 6th at Hickory Elementary School
- Auditor training has been cancelled
- Please RSVP
- Will email the flyer to the incoming presidents

Caren Dutton, 2nd Vice President in charge of Organization & Programs had nothing to discuss.

Cindy Shields, 3rd Vice President in charge of Education Services discussed the following:

- Thank you to all the scholarship chairs
- Congratulations to the scholarship recipients

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Katie Saavedra, 4th Vice President in charge of Community Services reported the following:

- Crossing Guards
Torrance City Council has reconsidered and will not be rescinding funding for the crossing guards and high school resource officers
- Project BOSS

Terry Ragins reported:

- New backpack program for all TUSD students
- Please put a line item in your budget
- The focus will be on the beginning of the year
- Will work with Office Depot to get discounted merchandise
- Will work with principals and nurses to identify those students in need
 - Send information to Katherine Castleberry, Lincoln Elementary
- Torrance School Administrators Association will be donating funds

Amy Paris, 5th Vice President in charge of Health Services had nothing to discuss.

Camilla Seferian, 6th Vice President in charge of Hospitality Services discussed the following:

- In & Out Presidents' Luncheon (flyer attached)
 - Will be held at Mimi's Café today at 11:30 a.m., following our meeting
 - Please make checks payable to Torrance Council of PTAs
 - Cost is \$10 per person

Motion: *Adele Kaplan moved to pay for the following Board of Directors to attend the in/out presidents luncheon: Martha Deutsch, Karen Cristy, Caren Dutton, Susan Asato, Debbie Russell, Terry Ragins, Maude Choy, Nicki Gerdes, Sumi Arnheim, Adele Kaplan, Amy Paris and Michelle VanLerberghe.*

Adopted

Cindy Wermers, 7th Vice President in charge of Communication had nothing to discuss.

Maude Choy, Historian had nothing to discuss.

Kelly Gottlieb, Legislation Chairman discussed the following:

- SOS flyer
 - Will send an electronic copy that can be posted to the units' websites and included in the newsletters

Dr. George Mannon, Advisor discussed the following:

- Thank you for your support throughout this school year, one of the most difficult since the Great Depression
- Budget
 - TUSD is "cautiously optimistic"
 - The Governor still does not have a budget
 - We are okay, budget wise, for years 2011-2012 and 2012-1013
 - SOS funds have been sent out to the schools and were dispersed
 - Reduction of days (five furlough days) will still be in place for 2011-2012

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- There is no way to get through 2013-2014 without making reductions
- 2011-2012 Calendar
 - School will begin the Thursday after Labor Day
 - The 2011-2012 calendar is on Monday's School Board's agenda
 - Check the TUSD website on Tuesday for the adopted calendar.
- Construction/bond updates
 - Hull—should be completed by the 4th week of August
 - Walteria—should be done in September
 - Magruder—completed in October
 - South High—one more year to go
 - Fern—is underway
 - Bert Lynn & Seaside are ready to go to bid
 - Wood & Calle Mayor—went to DSA (Division of State Architect)
 - Hickory & Madrona—still in DSA (Division of State Architect)
 - North High—will submit plans to DSA in August
 - Bonds—have sold the bonds for 2009, 2012
 - Next sale will be in 2015 unless more money becomes available
- SOS (Save Our Schools) Campaign
 - Honda is sponsoring the SOS campaign
 - They have gone out of their way as a corporate entity
 - Printing & mailing paid for by Honda
 - They paid a mail service, no volunteers were needed
 - Please make a point to thank them
- Teacher Layoffs
 - 46 certificated staff will be RIF'ed (reduction in force)
 - Some of these teachers may be recalled

Keith Musick, Parliamentarian discussed the following:

- Proposed amendments to the Torrance Council of PTAs' bylaws:

Bylaws article IV, section 6: Membership Dues

Motion: *Adele Kaplan moved that council change their portion of the membership dues from 20% per capita to one dollar and twenty-five cents (\$1.25).*

Adopted

Motion: *Keith Musick moved to adopt the following Membership dues proviso: If adopted, the membership dues change will take effect on July 1, 2012.*

Adopted

Bylaws article IV, section 7 & 8: Membership turn-in deadlines

Motion: *Keith Musick moved to change the council membership turn-in deadline from "the first Friday in October" to October 10.*

Adopted

Bylaws Article V, section 2: Voting delegates to Torrance Council's election meeting

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Motion: *Keith Musick moved to increase the number of delegates from one (1) to two (2).*
Adopted

Bylaws Article VI, section 2: Vice Presidents

Motion: *Keith Musick moved to increase the number of vice presidents from seven (7) to nine (9) and strike the director of budget and finance and the director of legislation.*
Adopted

Bylaws Article VI, section 3b: Nominating Committee

Motion: *Janet Tajii moved that officers shall be nominated by a nominating committee of nine (9) members of the voting body of the council, of whom at least six (6) shall be members of the council executive board and no two shall be from the same local association or representing the same local association, with three (3) alternate(s). The committee shall be elected at a council meeting at least two months prior to the annual election meeting.*
Adopted

Bylaws Article VII, section 1e: President's Duties—compile a list of officers

Motion: *Keith Musick moved that the president shall compile a list of council officers and association president no later than April 10. Send all directory data from the council to the Thirty-Third District by May 1.*
Adopted

Bylaws Article VII, section 2: Vice Presidents

Motion: *Keith Musick moved that two new vice president positions be added: the director of budget and finance and the director of legislation. The numerical order of the vice presidents will change as follows:*

- 1st VP – Director of Leadership*
- 2nd VP – Director of Organization and Programs*
- 3rd VP – Director of Education*
- 4th VP – Director of Community Services*
- 5th VP – Director of Health*
- 6th VP – Director of Hospitality*
- 7th VP – Director of Communications*
- 8th VP – Director of Legislation*
- 9th VP – Director of Budget and Finance*

Adopted

Bylaws Article VII, section 5d: Corresponding Secretary's Duties

Motion: *Keith Musick moved to strike this entire subsection which says: "Compile a list of council officers and association president no later than April 10. Send all directory data from the council to the district by May 1."*
Adopted

Bylaws Article VII, section 7: Financial Secretary

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Motion: *Keith Musick moved to strike “remit at once to the treasurer or.” The section will now read: The financial secretary shall: “Give a receipt for monies received for the council and deposit immediately in a bank approved by the executive board and give a copy of the bank deposit slip to the treasurer.”*

Adopted

Bylaws VII, section 7: Director of Budget and Finance, and the Director of Legislation

Motion: *Keith Musick moved to strike entire sections regarding the directors of budget and finance and legislation.*

Adopted

Bylaws VII, section 9d: Historian

Motion: *Keith Musick moved to strike the entire subsection which reads: The historian shall: “Prepare an annual report for presentation at the May council meeting.”*

Adopted

Bylaws VII, section 10: Parliamentarian

Motion: *Keith Musick moved to strike the following sentence: “Facilitate the formation of the nominating committee (pursuant to Article VI, Section 3b.)”*

Adopted

Bylaws IX, section 2: Executive Board

Motion: *Keith Musick moved to strike the entire section which reads: “During his/her term of office, a unit president shall not serve as an elected or appointed council officer, unless a designated representative for their unit attends council executive board and association meetings.”*

Adopted

- Standing Rules (attached)
 - The information is the same but has been reorganized
 - Changes are shown in either red or blue ink

Section 1: Rules of the Organization

Motion: *Keith Musick moved to approve the changes to Section 1: Rules of the Organization as presented.*

Adopted, with one no

Section 2: Officers and Chairmen

Motion: *Keith Musick moved to approve the changes to Section 2: Officers and Chairmen as presented.*

Adopted

Section 3: Budget & Finance

Motion: *Keith Musick moved to approve the changes to Section 3: Budget & Finance as presented.*

Adopted

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Section 4: Meetings, Workshops, Conferences and Trainings

Motion: *Keith Musick moved to approve the changes to Section 4: Meetings, Workshops, Conferences and Trainings as presented.*

Adopted

Motion: *Karen Cristy moved to amend the motion to pay the meal cost for the Torrance Council PTA Invitations and Reservations chairman at all open council luncheons and events.*

Amended motion adopted

Section 5: Council Events and Committees

Motion: *Keith Musick moved to approve the changes to Section 5: Council Events and Committees as presented.*

Adopted

Motion: *Karen Cristy moved that within the standing rules, the special committees be listed: Honorary Service Awards, Scholarship, Founder's Day, Convention*

Adopted

- Bylaws update
 - North High's, Seaside's and Yukon's bylaws have been approved

Bobbi Lim, Director of Budget and Finance was not present.

Motion: *Debbie Russell moved to approve the payment of checks #1751 0to #1762 to pay the following bills as read:*

<i>Check #</i>	<i>To:</i>	<i>For:</i>	<i>Amt.</i>
1751	Casimir	Membership	\$ 78.00
1752	Torrance Elementary	Membership	\$ 78.00
1753	Sumi Arnheim	Copies/Feb. Open Council Hosp.	\$ 168.64
1754	Karen Cristy	May Brunch Hospitality	\$ 94.64
1755	Nicki Gerdes	Membership	\$ 500.43
1756	Adele Kaplan	Convention	\$ 200.00
1757	Thirty-Third District	Convention	\$ 105.00
1758	South HS PTA	Hospitality—May Brunch	\$ 15.00
1759	West High PTA	Hospitality—May Brunch	\$ 15.00
1760	North HS PTSA	Hospitality—May Brunch	\$ 15.00
1761	Torrance HS PTA	Hospitality—May Brunch	\$ 15.00
1762	Cindy Shields	Shery teacher appreciation	\$ 48.56
1763	VOID		
1764	Mimi's Cafe	In/out Luncheon	\$ 260.00
1765	Thirty-Third District	Membership--transitory	\$ 126.50

Adopted

Debbie Russell, Treasurer discussed the following:

Balance on hand as of:

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Beginning balance 5/1/11	\$ 23,634.70
Total Receipts	\$ 1,366.40
Total Disbursements	\$ 7,844.87
Ending balance 5/31/11	\$ 17,156.23

May Treasurer's report will be filed for audit.

Motion: *Debbie Russell moved to ratify checks #1748 to #1750 as printed in the May Treasurer's Report.*

Adopted

Susan Asato, Financial Secretary reported:

Remit numbers 350 – 368	\$ 1,366.40
Total Receipts	\$ 1,366.40

Total Membership 2010-2011	20,005
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Total Membership 2011-2012	27
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May Financial Secretary's Report will be filed for audit.

Terry Ragins, Auditor reported:

- Need to have your mid-year audits completed as soon as possible
- Turn in your audit report and checklist
- Turn in your minutes with the treasurer's reports on a monthly basis

Old Business: None

New Business:

Motion: *Debbie Russell moved to pay bills through June 30, 2011.*

Adopted

Next Council Meeting will be held on September 7, 2011 at Katy Geissert Library Meeting Room, 3301 Torrance Blvd, Torrance

9:00 a.m. social, 9:30 meeting called to order

Meeting was adjourned at 11:43 a.m.

Sumiye Arnheim, Recording Secretary

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Attendance:

Martha Deutsch
Karen Cristy
Caren Dutton
Cindy Shields
Katie Saavedra
Amy Paris
Camilla Seferian
Cindy Wermers
Sumi Arnheim
Adele Kaplan
Susan Asato
Debbie Russell
Terry Ragins
Maude Choy
Kelly Gottlieb
Keith Musick

Nicki Gerdes
Ann Cooper
Shari Kaku
Michelle VanLerberghe
Sharon Sawai
Monika Ortiz
Danielle Roth
Shanie Asato
Erin Cotton
Zainab Harb
Kelly Gasset
Denise Spellman
Marcy Cottrell
Wendy Hurst
Maddie Bowers
Michelle Schluchter

Fatima Ahmed
Stacey Navarro
Donna Jo O'Brien
Janet Tajii
Kim Argento
Rosie Wider
April Gaffney
Carrie Kikuno
Paula Proffit
Grace Gee
Sheryl Gill
Maja Radmilovich
Yvonne Prestwood
Tina Nakai
Pam Argenti

Minutes approved _____