



Pacific Cascade PTSA 2.6.41

General Membership Meeting

Tuesday, October 24, 2023, 12:30-2:00pm

Location: Library Lab #1008

Board Attendees: Kasey Trefethen, Shilpa Schuettenhelm, Laura Gaffney, Emily Garner, Chelsea Ko, Toni Hunter, Liette Loiselle, Morgan Dye, Lily Jong, Stephanie Harris (joined at 12:55pm)

Other PTSA Member Attendees: Joana Figueiredo, Heeyoung Chung, Hannah Bowen (joined at 12:55pm), Amy O'Rourke (joined at 1:00pm)

Other Non-Member Attendees: Kelly Deane

With a quorum present, President Kasey called the meeting to order at 12:34pm.

President's Report

- Kasey welcomed everyone and noted the great volunteer turnout at back-to-school, staff appreciation, etc. She noted that Angela Bizzari agreed to chair the first three staff appreciation breakfasts and then will decide if can continue to support or not.

New Business

- Standing Rules Updates – Kasey reviewed the proposed changes to the standing rules. A motion was made and seconded to approve the standing rule changes as presented. There was no further question or discussion so Kasey called for a voice vote and the motion passed unanimously.
- Election of Officers – Kasey noted that the next item of business was the election for VP Programs and VP Campus Support since no one had been nominated for those positions in the spring 2023. She stated that the election would be held in accordance with the WSPTA Uniform Bylaws Article 5, Section 6 on local elections. Kasey asked for nominations from the floor. Laura Gaffney nominated Chelsea Ko and Stephanie Harris as Co-VPs of Programs. Stephanie had shared in advance that she would accept the nomination and Chelsea indicated in person that she accepted the nomination. Kasey asked for any further nominations. Hearing none, she declared the nominations for VP Programs closed. Kasey then called for a voice vote to elect Chelsea Ko & Stephanie Harris as co-VPs of Programs and they were unanimously elected. Kasey called for nominations for the VP Campus Support but there were none so that role remains open.
- Executive Committee: With the election the Executive Committee is now comprised of: President Kasey Trefethen, Treasurer Shilpa Schuettenhelm, Secretary Laura Gaffney, Co-VP Programs Chelsea Ko, Co-VP Programs Stephanie Harris.
- Nominating Committee Openings – Kasey indicated that we will need three members to be voted in as our nominating committee to help identify candidates for elected officer roles for 2024-25. There were no volunteers at this point so we will continue to look for nominees.



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Secretary's Report

- Laura noted the June GMM minutes were available in advance on our website. With no questions or changes the minutes were accepted as presented.

Treasurer's Report

- Shilpa shared a summary of the 2022-23 Annual Financial Report, noting the majority of funding going to curriculum enrichment and programs/events; the full report is available on the website.
- Annual Financial Review 2022-23: Joana Figueiredo, the chair of the Annual Financial Review committee shared the findings and noted that the financial records were in great shape. The committee had minor recommendations that the board supported:
 - To check in at beginning and end of year with school on any remaining PTSA funds in school accounts.
 - An updated process on tracking memberships since there was an issue where some members were not recorded on our OSP website (although they were correctly reported to WA State PTA).
 - To ensure bank signers are noted in the minutes when officers are elected.
- With no further questions, the 2022-23 Annual Financial Report and Review were accepted as presented.
- Shilpa noted **the Bank Signers for the PCMS PTSA bank accounts with Chase** will be: Exec members to be added: Kasey Trefethen (President), Stephanie Harris (co-VP Programs), Laura Gaffney (Secretary), and Shilpa Schuettenhelm (Treasurer). Three signers will be removed from the accounts as they are no longer PCMS PTSA officers: Stephanie Shipley, Amanda Rench, and Heidi Kirchoff.
- Shilpa shared a summary of the July – September Treasurer's Report and noted the full report is available on the website. With no further question, the July-Sept Treasurer's Report was accepted as presented.
- Shilpa presented the Grant Committee's recommendations for Fall 2023 grants totaling \$2,940. There will be a second grant cycle in the spring. Shilpa made a motion to accept the Grant Committee's recommendations for Fall 2023 grants as presented; the motion was seconded. There was no further discussion so Kasey called for a voice vote and the motion passed unanimously.
- Shilpa reviewed the changes to the 2023-24 Operating Budget from the interim budget that had been passed in June 2023. She noted that while the net shows a negative amount that it is unlikely all expenses will be utilized even though they are budgeted for. Joana made a motion that we approve the operating budget as presented. The motion was seconded and with no further questions, Kasey called for a voice vote and the motion passed unanimously.



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Principal McGowan joined the meeting at 1:03pm and presented a brief update on school happenings.

- The Fall social is coming up on 10/31; expectations will be shared in eNews this week. There will be an art room, movie room, DJ, quiet room, and the field will be open if the weather is nice.
- Fall sports are winding down; the activity bus still running even if between sport seasons; the winter sports sign-up deadline is coming soon.
- With no further questions, he left the meeting at 1:08pm.

Programs, Director & Committee Reports

- **Membership** - Emily shared an update and noted that to reach 100% staff membership we need a total of 48 staff signed up as members. Will do one more push before allocating staff membership donations.
- **Programs**
 - Chelsea shared that Angela is getting ready for Reflections and that the art will be displayed in the library from Nov 6-10 and there will be a reception on the morning of Tuesday Nov 7 to recognize students who participate.
 - Stephanie shared that we are hosting a Java with Jeff on November 7 at 10am; Stephanie will clarify with Marie if attendees need volunteer clearance and whether it is okay to bring kids.
- **ASB** – Morgan noted that they are still looking for snack donations for the **Halloween Social**; ASB is covering the cost of the DJ. Social is typically at 1:30. New consensus from staff that no cell phones will be allowed at social. This impacts the photo booth so working through options (lunch time; yearbook camera/photographer, etc.) Morgan also shared that the **Student Store** is always looking for more volunteers. Lastly, she noted that PTSA funds did cover the prize (hot cider) for the winning class of the ASB fundraiser and that no volunteers are needed to support it being distributed.
- **ISF** – Laura shared a brief update on Issaquah Schools Foundation support at PCMS.
- **Outreach** – Lily noted that there are both ongoing Outreach programs as well as some annual/one-time. New this year are helping provide snacks for students in the Health Room as well as a donation drive for the Food Bank's holiday gift card collection.



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- **Advocacy** – Kasey shared that Jitendra is compiling an Advocacy report after attending Legislative Assembly earlier in October.
 - **FACE** – Liette shared that she attended PTSA Council’s meeting for FACE directors and that she’s working on ideas like a New Family Coffee Chat; Yellow Lake walk; or Doggie Walk. She’s open to other ideas people have to build community.

Then Kasey introduced Amy O’Rourke, a PCMS parent and PTSA member, to present an overview on a Walkabout Program she would like to see implemented at PCMS.

- Amy noted that walkabout programs are currently at Beaver Lake, Cougar Mountain & Issaquah Middle School. At some schools they are primarily PTSA-led; while others are school-led.
- The primary goal is to create a positive presence on campus while deterring unwanted behavior.
- She presented how the programs work and what the expectations are of the volunteers.
- Questions were raised about how to deal with volunteer shortages and whether the school is on board with the program.

Kasey thanked Amy for her presentation and noted that the Board would discuss the idea further at its next board meeting.

With no further questions or new business, Kasey adjourned meeting at 1:49pm.

Respectfully submitted by Laura Gaffney, Secretary