

# **Association Meeting**

## **Agenda**

**Wednesday, April 15th at 9:15am via Zoom Meeting**

1. Call to Order- Lydia Facteau
2. Elections – Kathy Dimalanta
3. Approve Minutes- Megan Thomas
  - a. January 22, 2020 Association Meeting
4. Principal's Message- Alice Tumilty
5. Consent Agenda
  - a. February 5, 2020
  - b. March 4, 2020
6. Financial Officer Reports
  - a. Treasurer- Sharmina Nourai
    - i. January & February Reports
  - b. Financial Secretary- Nancy Diorio
    - i. January & February Reports
7. President's Message- Lydia Facteau
8. Adjournment

# Association Meeting

## Minutes

**Wednesday, January 22, 2020 at 8:15am in the MPR at  
Creekside Elementary School**

- I. Call to Order- Lydia Facteau  
The meeting was called to order by Lydia Facteau at 8:22am.  
Attendees: Lydia Facteau, Joyce Tong, Charissa Kolar, Shashanna Singh, Amy Hsu, Nancy DiOrio, Cristina So, Shonna Khambay, Amar Yadav, Megan Thomas, Tasha Brown, Sharmina Nourai, Jackie Melvin, Craig Harter
- II. Approve Minutes- Megan Thomas
  - a. November 20, 2019 Association Meeting  
**Joyce Tong moved to approve the November 20, 2019 meeting minutes. The motion carried.**
- III. Consent Agenda
  - a. December 11, 2019  
**Joyce Tong moved to approve the December 11, 2019 consent agenda. The motion carried.**
  - b. January 9, 2020  
**Joyce Tong moved to approve the January 9, 2020 consent agenda. The motion carried.**
- IV. Financial Officer Reports
  - a. Treasurer- Sharmina Nourai
    - i. July to December  
Treasurer presented the monthly treasurer report for July 1-31, 2019. The treasurer report will be filed for audit.
    - ii. Treasurer will presented the monthly treasurer report for August 1-31, 2019. The treasurer report will be filed for audit.  
**Treasurer moves to ratify checks #'s 2203-2210 for the month of August totaling \$3,842.69. The motion carried.**
    - iii. Treasurer presented the monthly treasurer report for September 1-30, 2019. The treasurer report will be filed for audit.  
**Treasurer moved to ratify checks #'s 2211-2229 for the month of September totaling \$13,960.43. The motion carried.**
    - iv. Treasurer presented the monthly treasurer report for October 1-31, 2019. The treasurer report will be filed for audit.

## Association Meeting

### Minutes

Treasurer moved to ratify checks #'s 2230-2242 for the month of October totaling \$5,988.03. The motion carried.

- v. Treasurer presented the monthly treasurer report for November 1-30, 2019. The treasurer report will be filed for audit.

Treasurer moved to ratify checks #'s 2243-2253 for the month of November totaling \$4,629.33. The motion carried.

Treasurer moved to approve the Profit and Loss statement for the month of November with a *net income* of \$5,309.13. The motion carried.

- vi. Treasurer presented the monthly treasurer report for December 1-31, 2019. The treasurer report will be filed for audit.

Treasurer moved to ratify checks #'s 2254-2259 for the month of December totaling \$3,690.44. The motion carried.

Treasurer moved to approve the Profit and Loss statement for the month of December with a *net income loss* of *-\$2,749.90*. *The motion carried.*

Treasurer moved to approve changes to the FY20 Budget as outlined and discussed. The motion carried.

- b. Financial Secretary- Nancy Diorio
  - i. September, November, DecemberNancy reviewed the Financial Secretary reports for September-December 2019.

Lydia moved to approve Revised Financial Secretary Report from September 2019 with deposits totaling \$7,027.10. The motion carried.

Lydia moved to approve Financial Secretary Report from November 2019 with deposits totaling \$10,009.68. The motion carried.

Lydia moved to approve the Financial Secretary Report from December 2019 with deposits totaling \$938.00. The motion carried.

#### V. Nomination Committee – Shashanna Singh

Lydia moved to approve the Creekside PTA Nomination committee for the 2020-2021 school year, the nomination committee will be the following:

## Association Meeting

### Minutes

1. Kathy Dimalanta
2. Nancy DiOrio
3. Amar Dhillon-Yadav
4. Laurie Waddell
5. Tara Sohal
6. Alternate – Joyce Tong

- VI.** Principal's Message- Alice Tumilty:  
(Absent)  
Teacher Representative- Craig Harter  
Imagination Machine assembly went well!
- VII.** Next Meetings  
a. January 22, 2019 @ 8:15am in MPR
- VIII.** Adjournment  
The meeting was adjourned at 8:51am.

**Creekside Elementary**



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## **Consent Agenda**

**For Actions taken at the January 9, 2020 Executive Board Meeting.  
Presented: April 15, 2020 Creekside Elementary Association Meeting.**

The Consent Agenda contains a summary of action items that are considered routine in nature and are acted upon in a single vote. Any council member, at any time, prior to the approval of this consent agenda, may ask that an item be removed from the consent agenda and considered individually.

On January 9, the Executive Board of Creekside Elementary School of PTA's met and took the following actions on behalf of the membership:

**No Motions – only financials**

**Creekside Elementary**



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## **Consent Agenda**

**For Actions taken at the February 5, 2020 Executive Board Meeting.**

**Presented: April 15, 2020 Creekside Elementary Association Meeting.**

The Consent Agenda contains a summary of action items that are considered routine in nature and are acted upon in a single vote. Any council member, at any time, prior to the approval of this consent agenda, may ask that an item be removed from the consent agenda and considered individually.

On February 5, 2020, the Executive Board of Creekside Elementary School of PTA's met and took the following actions on behalf of the membership:

**No Motions – only financials**

Treasurer's Monthly Report  
Creekside Elementary School PTA January 1 thru January 31, 2020  
Prepared & Submitted by Sharmina Nourai, Treasurer

<b>Citibank Streamline Checking</b>				<b>Balance</b>	<b>1/1/2020</b>	<b>\$ 26,222.84</b>
<u><b>Income</b></u>						
1/27/20	Spirit Wear	\$	398.00			
	<b>Total Income</b>	<b>\$</b>	<b>398.00</b>			
<u><b>Expenses</b></u>						
1/30/20	Spirit Wear		\$2,013.45			
1/30/20	Imagination Machine		\$1,300.00			
	<b>Total Expenses</b>	<b>\$</b>	<b>3,313.45</b>			
				<b>Balance</b>	<b>1/31/2020</b>	<b>\$ 23,307.39</b>
<b>Citibank Savings &amp; Reserves</b>				<b>Balance</b>	<b>1/1/2020</b>	<b>\$ 27,070.19</b>
<u><b>Income</b></u>						
1/31/2020	Interest Income		\$2.29			
	<b>Total Income</b>		<b>\$2.29</b>			
<u><b>Expenses</b></u>						
	<b>Total Expenses</b>	<b>\$</b>	<b>-</b>			
				<b>Balance</b>	<b>1/31/2020</b>	<b>\$ 27,072.48</b>
<b>Citibank Dir Deposit Savings</b>				<b>Balance</b>	<b>1/1/2020</b>	<b>\$2,809.71</b>
<u><b>Income</b></u>						
1/1-1/31/20	Direct Deposit from Stripe	\$	32.66			
1/31/20	Interest Income	\$	0.24			
	<b>Total Income</b>	<b>\$</b>	<b>32.90</b>			
<u><b>Expenses</b></u>						
	<b>Total Expenses</b>	<b>\$</b>	<b>-</b>			
				<b>Balance</b>	<b>1/31/2020</b>	<b>\$2,842.61</b>
<b>PayPal</b>				<b>Balance</b>	<b>1/1/2020</b>	<b>\$2,758.69</b>
<u><b>Income</b></u>						
	<b>Total Income</b>	<b>\$</b>	<b>-</b>			
<u><b>Expenses</b></u>						
	PayPal Fees	\$	-			
	<b>Total Expenses</b>					
<b>PayPal Balance</b>				<b>Balance</b>	<b>1/31/2020</b>	<b>\$ 2,758.69</b>
<b>STRIPE/Future Fund</b>				<b>Balance</b>	<b>1/1/2020</b>	
<u><b>Income</b></u>						
	Membership	\$	34.00			
	<b>Total Income</b>	<b>\$</b>	<b>34.00</b>			
<u><b>Expenses</b></u>						
1/1-1/31/20	Stripe Fees	\$	1.34			
1/1-1/31/20	Direct Deposit into Savings	\$	32.66			
	<b>Total Expenses</b>	<b>\$</b>	<b>34.00</b>			
				<b>Balance</b>	<b>1/31/2020</b>	
<b>Total of all Accounts</b>				<b>Balance</b>	<b>1/31/2020</b>	<b>\$ 55,981.17</b>
<i>Reserve Balance to be kept</i>						<i>18,000</i>
<b>Funds available for spending</b>						<b>\$ 37,981.17</b>

January 2020 Ratified Checks  
Creekside Elementary School PTA  
Submitted & prepared by: Sharmina Nourai  
Treasurer moves to ratify check # 2261-2263 in the total amount of \$ 3,313.45

<u>Date</u>	<u>Check#</u>	<u>Payee</u>	<u>Comments</u>	<u>Amount</u>
1/30/2020	2261	Joyce Tong	Imagination Machine	\$ 1,300.00
1/30/2020	2262	Joyce Tong	Winter Dance (VOIDED)	\$ -
1/30/2020	2263	Brizio Products	Spirit Wear	\$ 2,013.45
<b>TOTAL</b>				<b>\$ 3,313.45</b>



# Creekside PTA

## PROFIT AND LOSS

January 2020

	TOTAL
Income	
A. Membership Income	32.66
B. Non-Membership/Program Income	
Spirit Wear Program	398.00
Spirit Wear Program Expense	-2,013.45
<b>Total Spirit Wear Program</b>	<b>-1,615.45</b>
<b>Total B. Non-Membership/Program Income</b>	<b>-1,615.45</b>
E. Interest Income	2.53
<b>Total Income</b>	<b>\$ -1,580.26</b>
GROSS PROFIT	<b>\$ -1,580.26</b>
Expenses	
B. Program Expenses	
Assemblies	1,300.00
Hospitality	95.16
<b>Total B. Program Expenses</b>	<b>1,395.16</b>
<b>Total Expenses</b>	<b>\$1,395.16</b>
NET OPERATING INCOME	<b>\$ -2,975.42</b>
NET INCOME	<b>\$ -2,975.42</b>

Treasurer's Monthly Report  
Creekside Elementary School PTA February 1 thru February 29, 2020  
Prepared & Submitted by Sharmina Nourai, Treasurer

<b>Citibank Streamline Checking</b>		<b>Balance</b>	<b>2/1/2020</b>	<b>\$ 23,307.39</b>
<u><b>Income</b></u>				
2/4/20	Fall Fundraiser	\$	156.56	
2/5/20	Spirit Wear	\$	80.00	
	<b>Total Income</b>	<b>\$</b>	<b>236.56</b>	
<u><b>Expenses</b></u>				
2/4/20	Joyce Tong		\$618.43	
2/4/20	Marisa Sapienza		\$172.62	
2/4/20	Bhu Singh		\$264.41	
2/4/20	Bhu Singh		\$233.61	
2/4/20	Terranessa Lewis		\$151.63	
2/21/20	Cheza Nami Foundation, Inc.		\$450.00	
	<b>Total Expenses</b>	<b>\$</b>	<b>1,890.70</b>	
		<b>Balance</b>	<b>2/29/2020</b>	<b>\$ 21,653.25</b>
<b>Citibank Savings &amp; Reserves</b>		<b>Balance</b>	<b>2/1/2020</b>	<b>\$ 27,072.48</b>
<u><b>Income</b></u>				
2/28/2020	Interest Income		\$2.15	
	<b>Total Income</b>		<b>\$2.15</b>	
<u><b>Expenses</b></u>				
	<b>Total Expenses</b>	<b>\$</b>	<b>-</b>	
		<b>Balance</b>	<b>2/29/2020</b>	<b>\$ 27,074.63</b>
<b>Citibank Dir Deposit Savings</b>		<b>Balance</b>	<b>2/1/2020</b>	<b>\$2,842.61</b>
<u><b>Income</b></u>				
2/20/20	Amazon Smile	\$	5.27	
2/28/20	Interest Income	\$	0.22	
	<b>Total Income</b>	<b>\$</b>	<b>5.49</b>	
<u><b>Expenses</b></u>				
	<b>Total Expenses</b>	<b>\$</b>	<b>-</b>	
		<b>Balance</b>	<b>2/29/2020</b>	<b>\$2,848.10</b>
<b>PayPal</b>		<b>Balance</b>	<b>2/1/2020</b>	<b>\$2,758.69</b>
<u><b>Income</b></u>				
	<b>Total Income</b>	<b>\$</b>	<b>-</b>	
<u><b>Expenses</b></u>				
	PayPal Fees	\$	-	
	<b>Total Expenses</b>		<b>-</b>	
<b>PayPal Balance</b>		<b>Balance</b>	<b>2/29/2020</b>	<b>\$ 2,758.69</b>
<b>STRIPE/Future Fund</b>		<b>Balance</b>	<b>2/1/2020</b>	
<u><b>Income</b></u>				
	<b>Total Income</b>	<b>\$</b>	<b>-</b>	
<u><b>Expenses</b></u>				
2/1-2/29/20	Stripe Fees			
2/1-2/29/20	Direct Deposit into Savings			
	<b>Total Expenses</b>	<b>\$</b>	<b>-</b>	
		<b>Balance</b>	<b>2/29/2020</b>	
<b>Total of all Accounts</b>		<b>Balance</b>	<b>2/29/2020</b>	<b>\$ 54,334.67</b>
<i>Reserve Balance to be kept</i>				<i>18,000</i>
<b>Funds available for spending</b>				<b>\$ 36,334.67</b>

February 2020 Ratified Checks  
Creekside Elementary School PTA  
Submitted & prepared by: Sharmina Nourai  
Treasurer moves to ratify check # 2264-2269 in the total amount of \$ 1,890.70

<u>Date</u>	<u>Check#</u>	<u>Payee</u>	<u>Comments</u>	<u>Amount</u>
2/4/2020	2264	Joyce Tong	Winter Dance	\$ 618.43
2/4/2020	2265	Marisa Sapienza	Multi-Cultural Night	\$ 172.62
2/4/2020	2266	Bhu Singh	Art - Garden Project	\$ 264.41
2/4/2020	2267	Bhu Singh	Art Supplies	\$ 233.61
2/4/2020	2268	Terranessa Lewis	Winter Dance	\$ 151.63
2/21/2020	2269	Cheza Nami Foundation, Inc.	Multi-Cultural Night Dance	\$ 450.00
<b>TOTAL</b>				<b>\$ 1,890.70</b>

# Creekside PTA

## PROFIT AND LOSS

February 2020

	TOTAL
Income	
B. Non-Membership/Program Income	
Amazon Smile	5.27
Spirit Wear Program	80.00
<b>Total B. Non-Membership/Program Income</b>	<b>85.27</b>
C. Event Income	
Fall Fundraiser	156.56
Winter Dance	
Winter Dance Expense	-770.06
<b>Total Winter Dance</b>	<b>-770.06</b>
<b>Total C. Event Income</b>	<b>-613.50</b>
E. Interest Income	2.37
<b>Total Income</b>	<b>\$ -525.86</b>
GROSS PROFIT	<b>\$ -525.86</b>
Expenses	
B. Program Expenses	
Art Program/Supplies	498.02
<b>Total B. Program Expenses</b>	<b>498.02</b>
C. Event Expenses	
Multi-Cultural Celebration	622.62
<b>Total C. Event Expenses</b>	<b>622.62</b>
<b>Total Expenses</b>	<b>\$1,120.64</b>
NET OPERATING INCOME	<b>\$ -1,646.50</b>
NET INCOME	<b>\$ -1,646.50</b>

January 2020 Deposits  
Creekside PTA Financial Secretary's Report Jan 2020

<u>Date</u>	<u>Deposit TOTAL</u>	<u>Description</u>
1/127/2020	\$398.00	Spirit Wear

**\$ 398 Total Deposits for the month of January 2020**

Prepared by Nancy DiOrio, Financial Secretary PTA 2019-2020

February 2020 Deposits  
Creekside PTA Financial Secretary's Report Feb 2020

<u>Date</u>	<u>Deposit TOTAL</u>	<u>Description</u>
2/04/2020	\$156.56	Fundraiser
2/05/2020	\$80.00	Spirit Wear/Candy

**\$ 236.56 Total Deposits for the month of February 2020**

Prepared by Nancy DiOrio, Financial Secretary PTA 2019-2020