

Holliston PTSA Executive Board/Committee Meeting Minutes

November 6th, 2014

In attendance:

Jill Sykes, Ray Oquendo, Lynn Whynot, Nora Oquendo, Patricia Kaufman, Tom Bolton, Erin Ornsteen, Kristine Perlmutter, Stephanie Golub-Simon, Susie McDonough, Kathi Hothem, Donald Gray, Lynne Rahim

1. Jill Sykes called the meeting to order.
2. Jill moved to accept minutes. Ray seconded.
 - Question raised whether to make motion in a meeting you must be a member. Lynne will check.
3. Officer reports
 - President's report (Jill Sykes)

Jill's conclusion of current status of PTSA is as follows: PTSA's image in the community needs a revitalization. Finances need a close look and more organization. PTSA members as a group need to ask themselves why are we raising the money we are and where can it be best utilized? PTSA is not a for-profit organization. An appeal was made to the smaller groups within the PTSA to plan ahead and don't wait until the last minute in regards to scheduling events and raising the appropriate funds. The goal is to regain the parents' trust that PTSA is a cohesive, constructive and crucial part of the community.

Treasurer's report (Ray Oquendo)

Document review: "Holliston PTSA/Treasurer's Report"

Highlights:

- New accounts were established for both the town wide account at TDBank and the High School account at Middlesex Savings. Jill and Ray are the authorized signors on both.
- There is currently \$11k in the PayPal account. These dollars were unaccounted for in the Quickbooks system or anywhere else. Ray hopes to report soon that the funds are at TDBank.

SCRIP

In summary, the PTSA owns 458 discrete cards or gift certificates with a value of \$11,601. Quickbooks shows that PTSA purchased approximately \$64.6k in scrip cards and/or other scrip expense and has received \$44.2k in scrip income.

Vanguard

Over a dozen years ago, this account was established as an emergency fund for the PTSA. It was intended to be a bridge in the event fundraising activities, memberships, etc. were interrupted for a period of time.

Unfortunately, over the last several years these assets have sat at Vanguard without interaction from the PTSA. As a result, Vanguard determined these assets to be abandoned and moved the assets out of the PTSA account

and to their Abandoned Property Unit. They took this action on October 16th, three days before Ray's first meeting with Annalisa. To complicate matters, the account, which is under the business name Holliston PTSA, is also held in the name of Doug Hart, a treasurer over a dozen years ago. The Escheatment process is quite slow, lengthy and convoluted. We may at some point be obligated to write the assets off, but it is too early to tell.

Tax

The tax status of the PTSA is in arrears and outside of compliance with the IRS.

First, the returns are a year in arrears, with the 2013 fiscal year past the final due date by a considerable amount of time. In order to expedite this issue and ensure a proper response to the IRS, Ray has recommended we hire a Holliston resident and partner in a local CPA firm, Alfred Adovasio, to review the 2011 and 2012 filings and to complete the 2013 and 2014 filings right away. The cost associated with the filings is capped at \$500 per year for the IRS and Attorney General's office filings.

The PTSA has never provided a 1099 to a vendor and has never filed the summary 1096 to the IRS. Guidelines and requirements can be found at <http://www.irs.gov/pub/irs-pdf/i1099msc.pdf>. In order to get in compliance, Ray would like to engage the Treasurer's to begin a fact gathering exercise related to expenses paid in 2014. The 2015 individual filings are due February 2, 2015 and the IRS form is due on March 2, 2015. For payments that require 1099 reporting, the Treasurer's should request a W-9 form be included the invoices. Ray also suggested that the group start using an often-used practice where one sub committee Treasurer audit another.

School Reports

Elementary

Genevieve Fundraiser a huge success, netting approximately \$10,200. "Cold" donations up dramatically over last year.

Miller Book Fair also successful

Upcoming events:

11/12 Placentino Reading Night, Placentino Cafetorium 6:30pm

11/20 Placentino Food Pantry Collection

11/21 Miller Food Pantry Collection

Middle School Upcoming events:

11/7 Bingo Night

Magazine Drive ends at midnight on 11/10, but can be supplemented all year long online: Renew any existing magazine subscription regardless of when the renewal date is and place new orders at any time of year and MS PTSA still keeps 40% of the sales

12/5: All-School Dance:

High School

Monthly meetings of class officers have begun.

Christmas Tree Sale: Railroad Street from Nov. 29-Dec. 21 (Thursdays-Sundays). Thursdays and Fridays from 4-8pm; Saturdays and Sundays from 10am-6pm. Dawn Wadell in charge, with Steve Snow for support.

Committee Reports

Newsletter goes out next week. New website will launch 11/12

Ski Club is in process

Culture Connection is active with 16 elementary programs on the calendar and 3 programs scheduled for the middle school. No programs currently scheduled for the high school.

Parent Education: 10/27 is Brain Fit Academy. Other programs in the works are "Alcohol and Drugs in Suburbia", and "Mock Admissions" for high schoolers

Volunteer coordinator: Erin Ornsteen will fill this role. Network with Lynn Rahim to collect names of people in the community who are interested. Will create "e-mail tree" to reach as many people as possible with help from school committee officers.

Next meeting: 12/9, 7PM in Holliston High School library