

**Dianne Feinstein Elem. School PTA  
Minutes of the Executive Board Meeting**

**Date: 10/29/2008**

**Call to Order:** President Nakayama called the meeting to order at 6:40 pm.

**Attendance:**

Susan Nakayama, President	Erik Rapoport, Parliamentarian
Toni Essex, Vice President	Michelle Chang, Principal
Anson Wu, Secretary	Rich Gonzales, Auditor
VACANT, Treasurer	Liz Isaacs, Comm. Building Chair
Kate Dunham, Historian	Kate Aks, Membership Chair

**Agenda item:**

1. Transitioning of Executive Boards.
  - a. Importance of managing time – everyone’s time is important.
  - b. Board members should operate based on trust.
  - c. Appreciate the experience of your predecessor, use their knowledge.
  - d. Though we still need to fill a vacant seat, we can continue to seek out possible candidates for future EB.
  
2. PTA bulletin board and communications to membership.

PTA electronic bulletin board is now online within DFES website. Community building events, fundraisers, and other calendar events can be forwarded to Matt Chamberlain and Christine Kawaakoa for posting. We will continue to use the Newslion and the bulletin board outside the office to market PTA events. This way we can reach different types of end users.
  
3. PTA Professional Governance Standards – Code of Conduct.

If we adopt the National PTA code of conduct for DFES’s PTA, our PTA will eligible for grant funding from the National PTA.
  
4. PTA ’08-’09 Budget review and vote.

Budget was reviewed and revised according. PTA budget for the ’08-’09 school year was approved for GA ratification (7-1-0)

**New Business:**

1. Motions approved for general assembly vote.

Motions – PTA to

  - Fund up to \$140.00 for traffic signs for DFES morning drop-off safety. (8-0-0)
  - Fund \$324.00 to prepurchase See’s candy bars for fundraiser. (8-0-0)
  - Fund up to \$500.00 for 3<sup>rd</sup> Annual Walkathon. (8-0-0)
  - Reimburse expenses for DFES Bagel Kiss and Cry event. (8-0-0).

**Presentation of Bills:**

Budgeted Items – Reimbursement for Classroom Expenditures.

Individual items were not presented nor recorded. A motion was made and passed to forward all budgeted bills to GA meeting for approval. (8-0-0)

**Adjournment:** President Nakayama adjourned the meeting at 9:35 pm.

Future Executive Board Meetings

- Nov. 19, 2008
- Dec. 17, 2008
- 4<sup>th</sup> Wed. of every month in 2009