

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

**Date: 12/17/2008**

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

**Attendance:**

Susan Nakayama, President	Michelle Chang, Principal
Toni Essex, Vice President	Christine Devivo, Asst. Treasurer
Anson Wu, Secretary	Kate Aks, Membership Chair
Simone Peters, Treasurer	Liz Isaacs, Comm. Building Chair

**Agenda item:**

1. Board updates..  
Secretary Anson Wu will not attend PTA meetings, general assemble nor executive board, for the months February and March, due to the birth of child.
2. Safe for PTA funds.  
A safe will be purchased by the PTA to be donated to DFES, for the purpose of holding PTA funds between bank deposits.
3. Minutes filing procedures.  
It will be PTA policy for the Secretary, or substitute, to draft PTA meeting minutes within 7 days. Minutes will be dispersed to PTA EB for revision. If no revisions or additions are submitted within 2 days, the minutes will be signed and filed into PTA folder. It will be the PTA goal to sign and file the minutes within 15 days of a PTA meeting.

**New Business:**

1. MMP – To reimburse Halloween Carnival receipts submitted for \$63.38. This is above the \$500.00 budget for this event. (8-0-0)
2. Discussion will be held in Jan.’s EB meeting to determine what documents are needed in the PTA folder. After discussion, the folder will be set up and be held in DFES’s office.

**Presentation of Bills:**

Budgeted Item – Reimbursement for Events and Classroom Expenditures. (8-0-0)

\$465.44	Ms. Wong	Rm. 105
\$143.22		Rm. 104
\$287.17	Ms. Small	Rm. 202
\$128.25	Mr. Neimark	Rm. 107
\$9.99	Ms. Gaines	Office
\$460.03	Mr. Sova	Rm. 208
\$576.00	Movie Night	
\$500.00	Halloween Carnival	
\$1,800.00	Gardener	

**Adjournment:** President Nakayama adjourned the meeting at 7:45 pm.

Future Executive Board Meetings

- Jan. 21st
- 4<sup>th</sup> Wed. of every month in 2009 other than Jan.