

Radford PTSO Meeting  
May 9, 2012 at 6 p.m.  
Radford High School Transition Center

Present: Rachel Granger, Mary Henry, Maricel Macadaeg, Laura Toman, Kitty Addington, Villia Ponce, Ann Graves, and Martin Han.

Handouts: 5/9 Agenda PTSO Meeting, Minutes from April 4 & 25<sup>th</sup> PTSO meeting, PTSO GET Summary by Villia Ponce, and PTSO report for membership by Kitty Addington.

1. Meeting began at 6:08pm; opening bids on PASHA began with 2 bids.
2. Reviewed April 4 and April 25<sup>th</sup> PTSO minutes and both approved.
3. Treasure's report by Villia Ponce, summarized GET summary handout given at the meeting, she reported that there is a 4% tax on all monies and ½% on that; G.E.T. filed see summary report handout. The PTSO check book balance as of today is \$4290.31. Also noted that if the organization filed 501C there will be no need to pay taxes on donations and memberships; tax ID# found that was sent in an email. Villia also reported that we were under HI PTSA at one time but because Radford PTSO did not file taxes we were dropped. Requirements changed as of 1997, the IRS requires different organizations to file income tax; need federal tax ID#. Kitty suggested Bylaws to be revised and will work with Villia to revise it. She suggested that we need to know how we're listed; what we're filed under, need to know what the federal tax ID# is. Brook will work with Kitty & Villia to obtain necessary information and to organize everything for the next board- pending to be continued next PTSO meeting. Villia wrote out check to pay excise tax for the amount of \$1745.32, need to pay by 5/20/12 to avoid penalty and interests. Transfer of cash box (petty cash) \$107 discrepancy from previous board has been settled and resolved by Jo Graves to provide check to the Radford office tomorrow.
4. President's Report: Total donations: \$2175; received a check from Boutiki for \$1,000, \$375 from Fort Shafter Hui, and approved donations from HSOC (Hickam Spouse Officers Club). Note: later to include earnings from PASHA bids from tonight.
5. Increase scholarship funds to \$3000 probably not due to taxes must be paid first.

6. Membership- Kitty reported total of 72 members, 59 parent/guardians, and 13 teacher/staff.
7. Teacher Grants: Brook reported that Ms. Mitchell is happy and she followed up with her via email.
8. Teacher Appreciation-Laura reported that she has all the teachers' gifts; it will be given out the teachers' at the summer event-will work with Mr. Enos to coordinate.
9. Teacher representative- Mr. Paul Fields was absent due to attending annual in-service.
10. Scholarship-Rachel reported forms will be picked up tomorrow.
11. Webmaster-Maricel reported website needed to be updated with the thank you letters and membership.
12. New Business-
  - Recognition to operate on joint base Pearl Harbor- 2 letters sent out on 12/19/11 and 2/11/12; per Ann there was a binder with fundraiser information need to contact Debra Manoi, Legal Liaison.
  - Increase scholarship funds to \$3000- Declined due to taxes must be paid first
  - Gift for Paul Fields- \$250 donation to NJROTC- Approved by board.
  - Open floor for nominations and voted PTSO Board members-Teacher Grants-Brook Bartness, Webmaster-Maricel Macadaeg, Secretary-Mary Henry, and Treasure Villia Ponce. Open Positions: President, VP Publicity, VP Fundraiser, Membership, Scholarships, and Teacher Appreciation.
13. End Bidding on Pasha
  - Winners-Sabina & Scott Dooley bid \$600 and Gregory & Leslie Miles bid \$600
14. Meeting adjourned at 6:50pm.