

NSPA MEETING MINUTES

January 21, 2009

1. Call to Order: NSPA Vice President Nancy Vibert called the meeting to order at 7:05 p.m. The agenda, Profit and Loss Statement and flyer detailing the One Cause Program were distributed, copies are attached.

Other Board Attendees: Joanna Cole, Melissa Dana, Clare Dean, Kathy Ginsberg, Lyn Goodman, Ross Gorte, Maril Levy, Mike McGurrin, Brenda Mutchler, Patti Oehmke, and Nancy Vibert.

Board Members Absent: Tom Grumbly, Betsy Sue Scott, Donna Kraemer, and Caitlin Lhommedieu.

Other Attendee(s): None

1. Investment Account: Nancy asked the members how they felt about having a discussion regarding the long term goals of the investment account. The general feeling was that a committee really needed to be formed to bring back recommendations and guidelines for the use of this fund back to the Board. Ross Gorte and Lyn Goodman both volunteered to be on the committee. The overall consensus was that the funds should be used for scholarship purposes especially during the “lean years”. Ross suggested that he would open to using the capital only to supplement the years the budget falls short. Clare stated that her feeling was the Board’s stated mission in all of its fundraising efforts is for scholarships, not events or functions. While it would be nice to fund it all, the scholarships need to take precedence. Joanna Cole suggested another mass appeal to donate to the scholarship fund might be in order. Maybe take the approach of when you are doing your estate planning or planned giving, remember the New School. She also suggested that the appeal be broadened to include Alumni families. She suggested that Phillip Harris would be a good contact and that she believed he was compiling a database of Alumni families.

Nancy called for a motion – The short term decision with regard to the investment account would be to use it to fund scholarships for the 2009 school year if needed and form a committee for the purpose of drafting guidelines for the use of the funds. Patti Oehmke moved and Ross Gorte seconded.

2. Prom 2009: Joanna Cole discussed her concerns that the students will most likely not meet the February 2nd deadline set by the Board last month. While there are discussions taking place, none of the students are actually taking action to secure a location, prices, formulate budget, etc. Patti questioned what faculty member was spear heading this effort with the students. She felt they really needed some adult guidance to move them along. Joanna stated she was the faculty advisor for them. It was suggested that maybe she needed to take a more active role in getting the ball rolling with the

students. While the Board would like to have an idea of what assistance they may need for the event, it was not our intention to use the deadline as a go/no-go determination.

3. IRS 990 Submission: Ross Gorte reported that it appears that the NSPA may be non-compliant for FY 06 and 07. He has not been able to locate any records that would indicate the forms were filed. He will contact the bank to request copies of the account statements that will be needed to create a set of Financial Statements for the years in question. Patti has offered to take on the task of recreating the Financial Statements for the missing years for submission with the 990's.

4. One Cause: Kathy Ginsberg presented a flyer that described the One Cause Program formally known as School Pop. She explained that this program is basically free money to the NSPA. The basic facts are outlined in the attached flyer. It is a web based service that secured agreements with hundreds of merchants that will donate a percentage of your total purchases to the non-profit organization of the consumer's choice. While you do need to register with One Cause, you only need to provide name, e-mail address and zip code. All purchases are made directly through the merchants' websites, not One Cause. One Cause does not have access to credit card information, personal mailing/billing addresses or phone numbers. Kathy and Lyn Goodman both stated that they have had nothing but positive experiences with the organization. Nancy Vibert has also registered and stated she was amazed at the number of merchants involved in the program. Clare Dean has registered but not yet used it. Kathy has registered the NSPA with One Cause.

Patti Oehmke called for a motion - To approve One Cause as a NSPA fundraising tool, to promote its use through the NSPA website and set-up a computer at future NSPA events to allow parents to sign-up. The motion was seconded by Lyn Goodman.

5. Auction: Patti provided a brief recap of the planning meeting that took place on Sunday, January 18th. She did review with the Board a couple of changes this year based on lessons learned from last year. The most significant change is with the Teacher Donations. She asked that Maril Levy let the teachers know that their very generous donations of their personal time are greatly appreciated. The Auction Committee decided that the Teacher donations would be offered as a separate item. The Committee is still in the process of refining exactly how it will work; the basic idea is that teacher donations will be offered via sign-up sheets at the school, throughout the week prior to the auction. Announcements can also be made during Morning Meetings. The teacher donations would be offered for a flat price versus highest bidder. The sign-up sheets will be available for the parents to review and pay for the night of the auction. All in all, Patti felt that things were going smoothly enough that another planning meeting was not necessary at this time. The volunteer response has been good for the event.

6. Non-Profit Postage Permit: Patti Oehmke reported that she has obtained the form necessary for the permit. However, certain items are required for submission of the permit. Specifically, she needed a copy of the Bylaws. Ross Gorte stated that he had extra copies of the Bylaws and would forward to her. It was not known how long it would take to process the permit but most likely it would not be in time for the auction mailing to local merchants and families.

7. Sales Tax Exempt Status: Clare Dean requested that the Board look into obtaining and filing the necessary paperwork for sales tax exemption status. As a non-profit, we are entitled not to pay sales tax on any purchases. We are currently spending money on taxes for purchases and rentals. The Board agreed that this needed to be done. Clare stated that she believed the certification could be obtained by completing the paperwork online. She would research it and send the information to Nancy Vibert and Ross Gorte for action.

8. Rudolph Run: Nancy Vibert stated that she had not spoken to Lisa Doyle. What, if any, immediate action that needs to be taken at this time with regard to the 2009 RR is unknown. Clare Dean stated that she thought at the least, the date needed to be secured and submitted to the City. Nancy stated that no one has come forward to take on this event for 2009. It is still undecided if the Board will continue this event. It was mentioned that John Potter had recruited the Race Chair in the past Nancy stated that she would contact Lisa Doyle and ascertain exactly what needs to be done now, if the decision is made to continue the event in 2009.

The meeting adjourned at 8:10pm.

Minutes prepared by Clare Dean for Betsy Sue Scott

NSPA Board Meeting

1. Long term planning for Investment Fund
2. IRS Form 990
3. One Cause
4. Auction
5. Non-Profit postage permit
6. Sales tax exempt status
7. Rudolph Run

Free money to NSPA

www.onecause.com

To register, just follow these steps:

1. Go to www.onecause.com. Click **JOIN** (you can also click on this to know more on [HOW IT WORKS](#))
2. Enter the organization name [**New School Parent Associations**] and state that you wish to register for [or enter org id# **200829**] and click search
3. Enter your contact information, required fields are marked with an asterisk. Choose a password that is at least 6 characters long (letters and numbers only).
4. Review the summary of information and if everything is correct click Submit.

They will be registered in our program and they will receive a confirmation email within 24 hours. If they do not receive it within 24 hours please call us at the toll free number below.

Tel: 888-200-2088 x709 | **Fax:** 770-840-0160
CauseLoyalty, 3295 River Exchange Dr. Suite 230, Norcross, GA 3009

When you voluntarily register with this website, we require you to provide your name, email address and zip code.

You do not purchase from One Cause, you shop directly from the individual merchants, such as Office Depot, Amazon, Barnes & Noble, Bloomingdales, Travelocity, Target and so on. Over 500 Merchants participate with One Cause. Some merchants have free shipping with a minimum purchase and some merchants don't charge sales tax if they don't have a store in Virginia.

Depending on a merchant, the merchant will donate a percentage (1% - 20%) of your total sales to NSPA. One Cause will write a check 4 times a year as long as it's over \$25, if it's less than \$25, it will automatically roll over to the next quarter.

The OneCause community is managed by CauseLoyalty, a wholly owned subsidiary of RakutenUSA, Inc. Since being founded in 1999, OneCause has provided simple ways to turn thousands of consumers' everyday purchases into much-needed contributions totaling over \$200 million to more than 30,000 causes and schools nationwide.