



**PTO Executive Board Meeting
MINUTES**

Friday, January 20, 2023
Via Google Meet

Meeting called to order at 2:30 p.m.

Members present: Principal Boyd, Rachel McFarland, Stacy Adams

Members absent: none

New Business:

1. Appoint President and Treasurer by Principal Boyd
 - Principal Boyd appointed Rachel McFarland as President and Stacy Adams as Treasurer. Per the bylaws they will serve in their roles until the next election.
2. Review and adopt bylaws
 - The new bylaws were reviewed, approved and unanimously adopted.
3. Approve IRS nonprofit application fee of \$275
 - The fee was unanimously approved and will be covered by funds in the foundation account available for PTO purposes
4. Review options for Booster fun run for October 2023
 - Rachel and Stacy have reservations regarding committing to the full 25% fee option versus the 15% option with the PTO managing the event. They would like for the general membership to vote on the matter. Principal Boyd shared that there is a typical 40% loss for fundraising events. Principal Boyd also shared that Riverside PTO holds their own fun run. It was agreed that the service level will be voted on by the general members.
5. Call for executive position volunteers via appointment?
 - Rachel will draft up a blurb to include in the next school newsletter asking for volunteers for the remaining executive board member positions to be appointed by Principal Boyd until the next election. Rachel will also invite everyone to email the PTO to get on our email list.

Upcoming Business:

1. Schedule annual membership meeting for May:
 - Discussed holding the meeting in the first week or two of May. Discussed pros and cons of holding the meeting before school, after school, or at night.

Historically there was about equal attendance at any of the options. Agreed that the meeting will be held in person with a Google Meet option.

2. Establish proposed annual budget:
 - tabled
3. Advertisements for executive board positions via election:
 - tabled
4. Art Night:
 - The PTO will receive the funds for this event for future funding of the art program. The PTO will need to establish a means to collect funds at the event. Rachel will connect with Susie Egbert, Art Program Coordinator, regarding accepting payments at the event.
5. Carnival
 - Principal Boyd will reach out to Jennifer Neumayer, event chairman, to schedule the event. The PTO will need to obtain insurance for the event. After looking at financials we will determine whether admission will be charged or to just charge for tickets for special attractions/additions.
6. Scratch for Schools

Upcoming Events:

1. Art Night: April 14, 2023
2. Carnival: May

Action Items:

- Rachel and Stacy will open a PTO bank account
- Rachel will apply for nonprofit status with the IRS
- Rachel will draft PTO update for school newsletter
- Principal Boyd will provide the executive board with the amount of funds in school accounts that are available for event/PTO purposes
- Principal Boyd will reach out to Jennifer Neumeyer regarding scheduling Carnival
- Rachel will reach out to Susie Egbert regarding accepting payments at Art Night
- PTO will need to obtain insurance coverage for Carnival

Adjournment:

Meeting adjourned at 2:50 pm.

Future Meetings:

Executive board meeting: to be determined
General membership meeting: May