

Hiteon PTC Board Minutes

January 4, 2017 6pm

The Hiteon PTC enhances student education and builds community through volunteer & fundraising efforts.

Board attendees: Amy Johnson, Wendy Fatz, Melynda Stitt, Jen Carlton, Beth Koehler, Christie Savage, Tammy Green, Courtney Covington and Julie Lover

Welcome

Treasurer:

- Review of Budget (10 minutes)
 - We will renew and continue our contract with our CPA Krystal Davis
- Possible savings account (10 minutes)
 - Last year after Fun Run we were charged a service fee for the amount of deposits that were made.
 - Easiest way to avoid these deposit fees would be to open a savings account to make the deposits then transfer to the checking. We need to verify if there is a minimum amount that needs to stay in the savings account without penalty fees.
 - Jen will follow up with KeyBank and arrange to open account with Amy Johnson.
- **Melynda** will touch base about distribution of Mc Teacher night funds
- Book Fair cash portion is \$1532.18. This is higher than originally discussed because of an entry mistake when closing book fair with Scholastic. Books need to be approved by the district librarian. The cash needs to be spent down by end of our fiscal year but the Scholastic funds will roll over. **Wendy** will follow up with MaryBeth about spending the money down.
- \$800 of this cash portion to be reserved for OBOB books to purchased in May.
- **Amy** will check with Mrs. Chelf about PYP books for the library and what funds are available to purchase them.
- **Amy** will let Meghan know we will match her up to \$250 on section 400 books
- Directory is complete and there were no expenses paid out.
- The Math labs line item for 2nd grade will shift for the new math labs for 5th grade, as 2nd grade chose not to have math labs and 5th grade requested they continue.
- Grant approved for new items for the sensory closet to be ordered by Allison Belisle. It was for \$500.69.

Class parties, we will try our best to reimburse all receipts that are submitted. We understand perishable food will be purchased twice due to snow days.

- Checking account balance is \$53,757.75
- Popcorn sales has earned \$243
- We need to have the t-shirts and bags to sell at every event the PTC holds.

President's: (20 minutes)

- Advertising for all positions need to be sent to **Wendy** by Sunday the 8th.
- Emergency kit needed for the PTC room.
- Winter parties, information needs to sent from the teachers.
- Review/Develop policies regarding Line Items (handout)
-We need to clarify the parameters to what these funds can be used for.
- Review proposed By-Law changes as follows

- Section 3: Current

Regular meeting of the Executive Board shall be monthly from September to June, inclusive, with the exception of an optional December meeting. The Executive Board shall meet at the call of the President in July and August. Special meetings of the Board may be called by the President or upon the request of two members of the Executive Board. Four members of the Executive Board shall constitute a quorum.

Section 3: Proposed

The Executive Board shall meet a minimum of six times from September to June, inclusive. The Executive Board shall meet at the call of the President in July or August. Special meetings of the Board may be called by the President or upon the request of two members of the Executive Board. Four members of the Executive Board shall constitute a quorum.

Corresponding Policies and Procedures section:

The executive board meets monthly from September to June, inclusive, with the exception of December. The executive board also meets at least one time during the summer to review bylaws and policies and procedures and to clarify the responsibilities of each of the executive board positions.

Section 4: Current

It shall be the duty of the Executive Board to prepare a recommended budget for the next fiscal year and present it to be reviewed at the last general membership meeting of the fiscal year. The final budget will be approved at the first general membership meeting of the next fiscal year. It shall also be the duty of the Executive Board to monitor variance in the budget.

Section 4: Proposed

It shall be the duty of the Executive Board to prepare a recommended budget for the next fiscal year. The budget for the next fiscal year is to be reviewed and approved at a general membership meeting prior to the end of the current fiscal year. It shall also be the duty of the Executive Board to monitor variance in the budget.

Corresponding Policies and Procedures section:

The current board and the incoming board for the following school year should work together to develop a budget for the next fiscal year. This budget should be approved at a general membership meeting prior to the end of the current fiscal year.

Section 6: Current

Regular general membership meetings of the Organization shall be held each month from September through June, inclusive, with the exception of an optional December meeting. Provided previous notice stating and limiting the purpose of a special meeting, the general membership shall also meet at the call of the President, the Executive Board, or the request of ten members of the Organization.

Section 6: Proposed

Regular general membership meetings of the Organization shall occur a minimum of six times from September through June, inclusive. Provided previous notice stating and limiting the purpose of a special meeting, the general membership shall also meet at the call of the President, the Executive Board, or the request of ten members of the Organization.

Corresponding Policies and Procedures Section:

General membership meetings are held in the evening on the first Wednesday of each month from September to June, inclusive, with the exception of December.

VP1'S

- The first Fun Run committee meeting will be Wednesday January 11th from 1:30-2:30
- Fun Run kick off will be the Monday after Spring Break April 3rd. Envelopes will be do back the following Monday April 10th.

Adjourn 7:00pm