



Executive Board Meeting Minutes

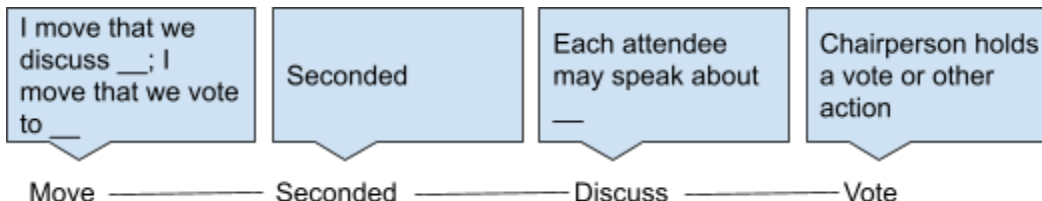
Date: 10/10/2023, 9:00 am

Location: Melanie Adams-Boyle Residence, Zoom

Attendees: Melanie Adams-Boyle, President; Cassie Woolgar, Vice-President; Tiffany Chang, Treasurer; Angela McCormick, Secretary; *On Zoom:* Rochelle McEwen, Membership Coordinator; Nicole Vance, Business Partner Coordinator; Alex Louis, Business Partner Coordinator

Agenda

1. Call to Order
 - o Melanie Adams-Boyle - 9:03 a.m.
2. Meeting Minutes Approval
 - o Regular Meeting Minutes 08.29.23, Executive Meeting Minutes 09.08.23, Special Meeting Minutes 09.26.23
 - i. Motion to approve by Alex Louis, seconded. No objections from the floor. Motion passed by unanimous consent by president.
3. 2022/2023 Fiscal Year Tax Return
 - o 11/15/23 is the due date for our tax filing
 - i. We will need to decide if we file an extension.
 - ii. Former Accountant was \$300; with a non-profit status we would like to find an accountant with non-profit expertise who can advise on our accounting processes and practices.
 - iii. My Part-time Comptroller
 1. \$1000
 - iv. We will review at least three accountant options with possible part-time assistance, besides the tax filing.
 - v. We agree that it is important to find an experienced account and that the higher price is worth it.
 1. We will need to propose an increase to the budget to our membership on 11/7/23.
 - o Action Items
 - i. Tax Filing Extension
 - ii. Quotes from accountants with Non-Profit Expertise
 - iii. \$1000 approval for budget increase on 11/7/23 meeting
4. Treasurer's Report
 - o Please see Attachment 1.
5. Membership Report
 - o 169 total paid members, around 250 total with Staff.
 - o 3rd Grade won the PTO Membership Drive Pizza Party.
 - o Action Item - Cassie will communicate with 3rd grade teachers about the party details.
6. Standing Rules / Processes
 - o We are drafting Standing Rules for 2023-24.
 - o Each board member will send processes over next few months to President for inclusion in Procedure/Process/Orientation document
 - i. Examples: Budget Approval, Financial reconciliation, Financial Annual Audit, Member Communication (Welcome, Meeting Notices (send at least 1 week in advance)), Event Notices, Newsletters, Misc.), Formal Motion Process based on Robert's Rules of Order, Time Limit for Holding the Floor





- Action Item
 - i. Board Members send position process(es) to the president.
- 7. Financial Audit
 - We need to audit 22/23 financials
 - i) Two non-signer members for the FY being audited, who were/are in good standing
 - 1. Angela McCormick, Tiffany Chang volunteered (though Tiffany is the treasurer for 23/24 FY, she was not in the 22/23 FY which need to be audited)
 - Action Items
 - i. Tiffany and Angela will finalize the audit form and process
 - ii. Get a 2nd person from membership for Audit (second person may be Tiffany as she was not the treasurer or a board member for the 22/23 FY)
- 8. Motions
 - Amend May Executive Minutes
 - i. Motion to approve amendment by Alex Louis, seconded. No objections from the floor. Motion passed by unanimous consent by president.
 - Amend June Executive Minutes
 - i. Motion to approve amendment by Cassie Woolgar, seconded. No objections from the floor. Motion passed by unanimous consent by president.
 - Standing Rule: Time limit for holding the floor
 - i. Three (3) Minutes time limit for holding the floor at all meetings
 - 1. Motion to approve by Rochelle McEwen, seconded. No objections from the floor. Motion passed by unanimous consent by president.
 - Action Items:
 - i. Angela will Amend Minutes per above motions
 - ii. Time limit of 3 minutes of holding the floor motion will be added to the Standing Rules.
- 9. Survey
 - Action Item - The survey will be posted hopefully soon, we will leave it open for two weeks for responses.
- 10. Action Items (from previous and current)
 - For 23/24 Budget, Bylaws, etc., we will call a special meeting
 - Add categories in money minder:
 - Student Appreciation
 - Tax Filing Extension
 - Gather quotes from accountants with Non-Profit Expertise
 - Increase from \$300 to \$1000 approval for taxes/accountant budget increase on 11/7/23 meeting
 - Cassie will communicate with 3rd grade teachers about the party details.
 - Melanie to complete the PTO Newsletter and Survey
 - Tiffany and Angela will finalize the audit form and process
 - Amend May and June 2023 Minutes
 - We will find a 2nd person from membership for the audit
 - For 24/25, have the tentative budget approved at the election meeting
 - Confirm details regarding the District covering movie license
 - See if we can get a discount for a 3 year license
 - Discuss after/before school year teacher get togethers
 - Submit the revised Bylaws to the IRS
 - Spring Event Presentation
 - Standing Rules
 - Process/Procedures



11. Call to Adjournment
 - o Motion to adjourn by Angela McCormick, seconded. 9:40 am.

Next Meeting: Regular Meeting 11/7/23

Upcoming Events: Movie Night 10/13/23, Sonic Give Back 10/24/23, Veterans Day Flagpole and Breakfast 11/9/23



Legend Springs PTO FY 2023
Financial Overview Report 10/09

Budget Heading	Received from	Spent on	Breakdown	
1 APEX	\$250.00	-		
2 Donations	\$6,661.66		> Business Partner Sponsors	\$3,250.00 49%
			> Give Back Nights	\$1,939.46 29%
			> Community Rewards	\$977.20 15%
			> Online Donations	\$495.00 7%
3 Events	\$2,055.00	(\$1,197.44)	> Meet The Teacher Night	- (\$14.22)
			> Tears and Cheers Breakfast	- (\$195.31)
			> Mother Son Event Totals	\$2,055.00 (\$867.55)
			> Movie Night Totals	- (\$80.29)
			> Veterans Day Totals	- (\$40.07)
4 Teacher & Student Appreciation	-	(\$392.10)	Teacher Back to School Breakfast	- \$232.80
			Monthly Coffee & Candy	- \$108.47
			Junior EQ Lunch	- \$50.83
5 School/Campus Improvements	-	(\$6,797.61)	Campus Improvements	- \$6,574.06
			Water service	- \$163.67
			Software-Gimkit	- \$59.88
6 Teacher/Staff Grants and Subsistence	-	(\$759.54)	Teacher/Staff Grants	- \$263.31
			Staff Start of Year Supplies	- \$496.23
7 Administration	-	(\$756.52)	Insurance	- \$370.00
			Moneyminder	- \$238.59
			Stripe Fees 1	- \$95.87
			Marketing	- \$52.06
8 Memberships	\$2,965.00	(\$143.03)	PTO Membership	\$2,685.00
			Meet the Teacher Night	
			Member Sign Ups	\$280.00
			Membership Marketing	- \$143.03
9 Shirts and Spiritwear	\$2,040.00	-	Meet the Teacher Night Spirit Wear Sales	\$1,810.00
			Tears and Cheers	\$230.00
Total (Net Income \$3,925.42)	\$13,971.66	(\$10,046.24)		

Summary for the Period		
Starting Total		\$75,193.98
Income	\$13,971.66	
Expenses	(\$10,046.24)	
Ending Total		\$79,119.40

Campus Improvements	
Picnic Tables@4	(\$3,993.43)
AED (Sponsored by Viasun)	(\$1,893.53)
Universal Copy Papers	(\$563.01)
Lanyard	(\$124.09)

Upcoming Events		
> Movie Night (\$860)	Budget	Actual
> Concessions & Popcorn	(\$100.00)	\$28.23
> Movie License	(\$650.00)	
> Decorations	(\$50.00)	
> Movie Marketing	(\$60.00)	\$52.06

Upcoming Events		
> Veterans Day (\$300)	Budget	Actual
> Veterans Day Food	(\$250.00)	
> Veterans Day Decorations	(\$50.00)	\$40.07