



Executive Board Meeting Minutes

Date: 11/28/2023, 12:00 pm

Location: Melanie Adams-Boyle Residence, Zoom

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

- Call to Order
 - Melanie Adams-Boyle, 12:03 p.m.
- Meeting Minutes Approval
 - Executive 10.10.23, Regular 11.07.23
 - Motion by Angela McCormick to approve the minutes at the next meeting to allow for further review time, seconded. No objections from the floor. Motion passed by unanimous consent by president.
- Treasurer's Report (Please see attachment 1)
- Membership Report (No Updates)
- Old Business
 - 2022/2023 Fiscal Year Tax Return Extension has been filed. Continuing to search for an accounting firm. The budget was increased to \$1,000.00 at the last member meeting.
 - Gathering quotes from accountants with Non-Profit Expertise
 - Playground Equipment stencils will be ordered for \$2,000.00, the activity racks for zone 1 and 2 have arrived and we will purchase the supplies next.
 - Standing Rules / Processes
 - Board Members send position process(es) to the president.
 - Financial Audit
 - The board has appointed Tiffany Chang and Angela McCormick to the internal audit committee for 22/23 FY.
 - Survey
 - The survey will be posted soon, we will leave it open for two weeks for responses.
- New Business
 - Giving Week
 - There will be an order with Jody R for 80 ornaments for the staff's wishmas gift; estimated to be \$200.00 from the approved budget.
 - Melanie moved to vote on the decision for off site staff events being paid for by PTO funds remaining in teacher grants: Aye: 0, Nay: 6. This is not approved.
 - January Restock Classrooms
 - Will need to confirm with the staff about the allotted supplies amount and discuss this further at our next meeting.
 - Swivl AI
 - Will need to request more information on this from Dean Starr.
 - Principal Planning Meeting Projects
 - Melanie will request a quote from the Planetarium assembly; it might have to be hosted for two days in order to accommodate the max number of students and staff. The cafeteria will plan for an outdoor BBQ lunch for both days. Most likely to occur in March 2024.
 - Mrs. Basl has received a quote for the word art mural and front administration building wraps. Melanie requested a design proof to present to the membership at the February 2024 regular meeting.
 - 2024 Giveback nights will be decided soon. Please send any suggestions to Melanie.
 - Father Daughter Dance - Taylor Swift theme is approved.
 - May Appreciation Week - Different daily 'chill', relaxing bar themes are approved.
- Open Forum
 - Giving Week decorating will be completed this week. Volunteer and donation requests will be sent again this week.
- Action Items (from previous meetings)
 - 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, Angela and Melanie 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
- Board - Discuss after/before school year teacher get togethers
- Melanie - Submit the revised Bylaws to the IRS
- Spring Event Presentation
- Melanie - Standing Rules
- Melanie - Process/Procedures From all Board Member Positions
- Call to Adjournment
 - Motion to adjourn by Angela McCormick, seconded; 12:54 p.m.

Next Meetings:

Board Meeting -

Regular Meeting - 2/27/24

Upcoming Events:

[Chick-Fil-A Arrowhead - MOBILE ORDERS ONLY \(Give back night\)](#)

December 5th 4:00 pm - 7:00 pm

[Giving Week](#)

December 11th - 15th

Treasurer's Report 2023-2024

Budget Heading	Actual			Budget			More/-Less
	In	Out	Net	In	Out	Net	
APEX	\$250.00	-	\$250.00	\$99,000.00	-\$43,630.00	\$55,370.00	-\$55,120.00
Donations	\$7,252.51	-	\$7,252.51	\$10,550.00	-	\$10,550.00	-\$3,297.49
Events	\$3,288.50	-\$2,470.11	\$818.39	\$9,860.00	-\$6,100.00	\$3,760.00	-\$2,941.61
Teacher & Student Appreciation	\$40.00	-\$1,374.95	-\$1,334.95	-	-\$9,800.00	-\$9,800.00	\$8,465.05
School/Campus Improvements	-	-\$7,694.39	-\$7,694.39	-	-\$39,250.00	-\$39,250.00	\$31,555.61
Teacher/Staff Grants and Subsistence	-	-\$982.62	-\$982.62	-	-\$6,000.00	-\$6,000.00	\$5,017.38
Administration	-	-\$763.92	-\$763.92	-	-\$1,875.00	-\$1,875.00	\$1,111.08
Membership	\$2,975.00	-\$368.70	\$2,606.30	\$3,500.00	-\$500.00	\$3,000.00	-\$393.70
Shirts and Spiritwear	\$2,150.00	-	\$2,150.00	\$2,085.00	-\$3,000.00	-\$915.00	\$3,065.00
Total	\$15,956.01	-\$13,654.69	\$2,301.32	\$124,995.00	-\$110,155.00	\$14,840.00	-\$12,538.68

11/27 Account Balance : \$77,492.30

Treasurer's Report Campus Improvements

Campus Improvements

Chase PTO	08/16/2023	Campus Improvements	Global Industrial Picnic Tables@4	Picnic Tables@4	-\$3,993.43	
Chase PTO	08/18/2023	Campus Improvements	Costco Universal Copy Papers	Universal Copy Papers	-\$563.01	
Chase PTO	09/13/2023	Campus improvements	Coro Medical, LLC	AED (Sponsored by Viasun)	-\$1,893.53	
Chase PTO	09/13/2023	Campus improvements	Customlanyard Lanyard	Lanyard	-\$124.09	
Chase PTO	11/08/2023	Campus Improvements	Rehabmart Recess Carts	Recess Carts	-\$782.00	
Campus Improvements					Net: -\$7,356.06	Totals: \$0.00 - \$7,356.06

Treasurer's Report Events

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Veterans Day					
Veterans Day Food	-	\$81.77	-\$81.77	-\$250.00	\$168.23
Veterans Day Decorations	-	\$40.07	-\$40.07	-\$50.00	\$9.93
Veterans Day Totals	-	-\$121.84	-\$121.84	-\$300.00	\$178.16

UpComing Events

Teacher&Student Appreciation-Giving Week (December)

Budget \$1,350