



Legend Springs PTA Executive Board Meeting Minutes

Date: July 24, 2022 4-6pm

Location: Lola Coffee

Attendees: Melanie Adams-Boyle, Adrian Brown, Lou Toth, Sophia Dollar, Cassie Woolgar, Rochelle McEwen, Jessica Black

Call to order: 4:05pm

Introduction from Melanie; we'll time each topic for 20 minutes

1. Conduct vote to fill vacant secretary position - Melanie motioned to nominate Sophia as secretary, Adrian seconded the motion - anonymous yes.
2. By Laws -
 - a. place reimbursement process in standing rules; dates were discussed; fiscal year is Aug 1- July 31; Cassie proposed fiscal year matches everything else (July 1-June 30). We'll have to amend the 1023 to stay at July 1-June 30;
 - b. Adrian - Treasurer will distribute a financial statement every month (as stated in roles and responsibilities);
 - c. annual audit discussion - Adrian clarified we need a process in place;
 - d. Treasurer not having a debit card was discussed - any debit card uses should be reviewed (check that the treasurer did not use the debit card);
 - e. Adrian suggested the Treasurer should have a financial background check (we'll add to standing rules);
 - f. Cassie motioned to approve the bylaws given the changes are made that we talked about. Adrian seconded. Anonymous yes.
3. Membership discussion
 - a. Same as previous?
 - b. Tiers?
 - c. Teacher price?
- Discussion included that we need to emphasize what it means to be a member and WHY we have members (you get a vote on how we conduct our business, etc) - we need to emphasize the value of being a member (discounts, etc);

- we all verbally agreed that tiers make sense \$20/25 (volunteers/non volunteers) \$10 for any spouse or someone else in the household.
 - Teachers are free but we will ask if they want to be a member.
 - Cassie motioned that we'll have two tiers \$20/25 and teachers are free but we will ask them if they want to be members. Lou seconded. Anonymous yes.
4. Volunteer drive - table discussion; Sophia wants to make sure volunteers are kept track of (who shows up to events to volunteer, should they be there, have they gone through the school training)
 5. Communication plan
 - Melanie discussed how we will discuss we work; Twist app brought up;
 - Jessica brought up Group Me;
 - Event planner will be built to help plan events;
 6. Calendar
 - a. Time/location of meetings -
 - Melanie proposed 5:30pm last Tuesday of every month;
 7. Pending 501c3 discussion
 - a. Letter to donors/businesses
 - b. Talking with members
 - Melanie proposed we have a unified message for when we're talking to parents about the new PTO. Our talking points would include that we keep all of our money here; the letter to donors is to be very clear that we are pending;
 - Lou brought up that parents want to know what the PTO is for, what do we spend money on, who are we....
 8. Budget discussion and vote to approve
 - Items were discussed, new budget will submitted to the group with the changes;
 - Lou motioned to approve the budget, Cassie seconded - given the changes will be made by Adrian.
 9. New business
 - Melanie wants to do penny wars; discuss new ideas with Mrs. Basl;
 - PTO tee shirts - let's ask Mrs. Kennemer (PTO will pay her);

Meeting Adjourn: 5:57 PM