Douglas Elementary PTO Meeting

Douglas Elementary

Monday April 17, 2023

3:30 pm

Board Members: President: Birdie Holley, Vice President: Ingrid Benson, Treasurer: Chris Bowman, Secretary: Raechel Hardin, Tom Sanger, Jeni Groenewoud, Michaelle Gust

1. Welcome and approval of prior meeting’s minutes (Birdie)
	1. Meeting minutes approved by board via email
2. SCA Presentation – Kristen Armstrong (15 min)
3. Kid’s Big Idea – Student Council (5 min)
4. Garden Update – Dana (5 min)
5. Spanish Program Update – Voorhees (5 min)
	1. Survey to ensure there is interest to continue this program
6. Parent Directory Update – Rebecca (5 min)
7. Principal Update – Michaelle (5 min)
8. Teacher Update – Alaina or Nicole (5 min)
9. Screen Free Week/Color Run Update – Sara & Kendra (10 min)
10. Treasurer Update – Chris (5 min)
11. School Dance Review – Karen & Joelle (5 min)
12. Teacher Appreciation Update – Karen & Ashley (5 min)
13. Walk-a-thon Update – Birdie & Ingrid (5 min)
14. President Update – Birdie (10 min)
	1. Committees Update
	2. Treasurer Assistant (ideally also board position and 3rd signee on checks)
	3. Board seats up for election (Ingrid Chris, Jeni) – Need to post then vote in May
	4. Volunteer of the month
15. Member Comments

**Board Member Duties**

(a) The board President shall be the chief volunteer Officer of the Corporation. The board President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors, shall have general and active management of the business of the Corporation, and shall see that all orders and resolutions of the Board are carried into effect.

(b) In the absence or disability of the board President, the ranking Vice President or Vice President designated by the Board of Directors shall perform the duties of the board President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the board President. The Vice President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the board President.

(d) The Secretary shall keep or cause to be kept full minutes of all meetings of the Directors, shall attend all sessions of the Board, shall act as clerk thereof, and shall record all votes and the minutes of all proceedings. The Secretary shall give or cause to be given notice of all meetings to the Directors as appropriate and shall perform such other duties as may be prescribed by the Directors or the President. The Secretary shall also keep or cause to be kept and maintain accurate membership records of all honorary members.

(e) The Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements; shall collect and deposit all funds due the Corporation and disburse funds as required to meet the obligations of the Corporation; shall provide an updated financial report at each regular scheduled meeting; shall render to the President and Directors as requested by them but not less than once a year, regular accountings of all transactions and of the financial condition of the Corporation and facilitate an annual financial audit through an independent review.

(f) The Board of Directors may remove an Officer at any time, with or without cause. Any Officer may resign at any time by giving written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party.

(g) The Board of Directors may designate additional Officer positions of the Corporation and may assign duties to other non‐director Officers of the Corporation.