

Barnwell Elementary PTO
2020-2021 Executive Board Meeting

Thursday, July 16, 2020

Barnwell Elementary via Zoom

Minutes

Board members in attendance: Sogol Zebarjadi, Lauren Limbaugh, Emily Glahn, Megan Gann, Michelle Erste, Kate Kuehn, Jen Mattheson, Hoda Ataei, Kate Hall, Ryan Uptegraph, Rebecca Catterton, Paola Morton

The meeting was called to order at 6:07pm

A **motion** was made and **passed** to adopt agenda

A **motion** was made and **passed** to adopt minutes from June 2020

President's Report:

- PTA bank account to temporarily remain open...until 2 checks are cleared
- Board Mtg. schedule for 2020-2020- every 3rd 9-10:30am (8/21, 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/19, 4/16, 5/21)
- Will be using Roberts Rules- standard for meetings
- Announcements protocol- Check with your chairs...they still need to reach out to you directly before emails are sent out should not be sending directly on their own
- Events are not cancelled- just moved
- Plan of work template to come and wrap up form- use Google Drive for forms
- 2020/2021 initiatives
 - Priority project- Become Greg Tang Partner School would need \$7500 from PTO
 - ongoing professional development for teachers monthly
 - access to online and in class virtual instruction
 - Secondary project- landscaping
 - Tertiary project- book vending machine

VP's Report:

Treasurers

- Budget attached
- Our carryover from the 2019-2020 budget is \$4,699.82.
- Admin has asked us for \$7,500 to help with the cost of becoming a Greg Tang school.
- Our current outstanding expenses include:
 - \$2,600 for School Agendas (which had already been ordered)
 - ~\$1000 for accounting fees

- We are awaiting income from yearbooks, school kits and Business Partners
- please share pics of things we have spent money on
- cash policies- at events any member can collect as long as 1 Executive Board Member is present
- \$ counted separately by 2 different board members
- reimbursement form 100% online; VP submits form; over \$200 needs pres. signature; co vp sign if you are requesting

Fundraising

- new logos
- 80% of silver and above will donate same
- looking at getting \$20K this year
- tees code given on 8/1 and when spirit wear goes on sale
- concierge for top levels and will receive personal outreach for sizes etc.
- Tanner change- 2 new vendors 10 minute sessions one 8x10 and up to 10 digitalis sent
- business partners 3 so far 1 new, 1 returning 1 in kind
 - most in kind from LY are back
 - Peach Style; Mibab; Children's Dental Zone; Great Harvest (in kind)
 - perk for virtual service day

A **motion** was made and **passed** to spend \$7500 on Greg Tang math over period of time

Meeting adjourned 8:23pm

Minutes submitted by Kate Kuehn