



### **PTOBC Meeting Agenda**

**December 9, 2025 at 11:00 am**

- Richmond PTOBC – Official Board Vote Record
  - Date of Vote: December 9, 2025
  - Time Vote Concluded: 11:47 a.m.
  - Method: Electronic vote conducted via text message
  - The Richmond PTOBC Board conducted an official electronic vote to fill the vacant Secretary position. A quorum of board members was present, consisting of Kelly Woyak, Stacey Seeger, Brittany Klumb, Amy Suss, and Kayla Voigt. Note: Amy Miller did not participate in the vote, as she had submitted her resignation as Secretary effective immediately prior to the vote.
  - Motion: Board member Brittany Klumb made a motion to elect Jenn Nagy to the position of Secretary, effective immediately, to allow sufficient time for full training and onboarding.
  - Second: The motion was seconded by Kayla Voigt.
  - Vote Outcome: All participating board members voted in favor, with no objections and no abstentions. The motion passed unanimously.

This action was taken in accordance with Richmond PTOBC bylaws and applicable U.S. nonprofit governance requirements. This record is to be entered into the official minutes of the organization.