

Highline Council PTSA End of Year & Summer 2020 Tip Sheet



The good news is PTAs CAN conduct meetings virtually – via conference call or video conferencing. Guidance on using virtual meetings can be found in

<https://www.wastatepta.org/washington-state-ptas-and-covid-19/>

Virtual Meetings

Both board of directors' meetings and membership meetings can be held by video or audio conference calls. However, they cannot be held via a chat app or other online tools like email. The key consideration is that members must be able to both hear and respond to each other.

Voting and all other normal business activities are allowed although voting should be done by roll call. When planning a virtual meeting, it is important to consider your membership. Video conferences only work well if all participants have broadband. Likewise, most conference call services involve calling into a long-distance number. The only other major difference is that virtual meetings can become very chaotic very quickly. The president (president) needs to be prepared for this, **requiring that attendees speak one at a time** and that all discussion be focused on the agenda item at hand. Other than this, all the regular rules apply. Take attendance, establish a quorum, and prepare minutes. Give plenty of notice – at least 10 days for membership meetings, 5 days for special board meetings. Abide by your standing rules.

If your standing rules allow for it, you can hold elections via email rather than at a meeting. There are several online survey tools that make this an easy solution.

For more information on this, check out [Mail, Email and Electronic Voting on the leadership guide webpage](#)

HANDLING 2020-21 ELECTIONS (COVID-19 Edition!)

Because of the Washington State PTA Bylaws, you **can** handle your voting requirements (elections, standing rules, next year's budget, etc.) virtually or by paper ballot. Once your nominating committee provides their recommended officers slate, ask all members for self-declared candidates in advance of elections. You won't be able to take names virtually "from the floor" on the day of elections, so it must be done prior to elections.

CLICK HERE for more.



NO PTA MEETINGS VIA FACEBOOK LIVE

Please remember that PTAs should not hold any **Facebook Live** PTA meetings nor should you record an online meeting and post publicly. The PTA runs the risk of privacy concerns, child custody and domestic protective orders that may exist, and so much more. It's fine to use it for *other* functions, such as announcing your PTA volunteer award recipients or to announce an upcoming event.

A FEW ONLINE MEETING OPTIONS

Zoom.us ~ free, no software to download, some security concerns happening, but also being addressed.

Skype.com ~ free, easy way for a smaller team to meet. All participants would have to have an account.

GoToMeeting.com has a monthly cost, software download required for all.

Microsoft's TEAMS ~ free option available. Software download required for all.

For online voting options ~ Check out the following: [capterra.com/voting-software/](#) or [SurveyMonkey.com](#)

OFFICER CONTACT LISTS

It's PTA election time!

After your election, please send all 2020-2021, new and second-term, officers to support@wastatepta.org.

We need the name, email address, cell phone number, and position.

Check out the resource on [Mail, Email, and Electronic Voting](#)

if you need guidance. In an upcoming Leadership News, we will share an end-of-year checklist to help you wrap up in preparation for 2020-2021.



What accounting software do you use? Good alternatives are; Money Minders or Quick Books. Questions/Guidance: Melissa.Ebbeson@gmail.com



The theme for the 2020-2021 program year is *I Matter Because...* Students submit their completed works of art in one or all of the available arts categories: Dance Choreography, Film Production, Literature, Music Composition, Photography, Visual Arts. Don't wait to begin planning your Reflections program for next year!



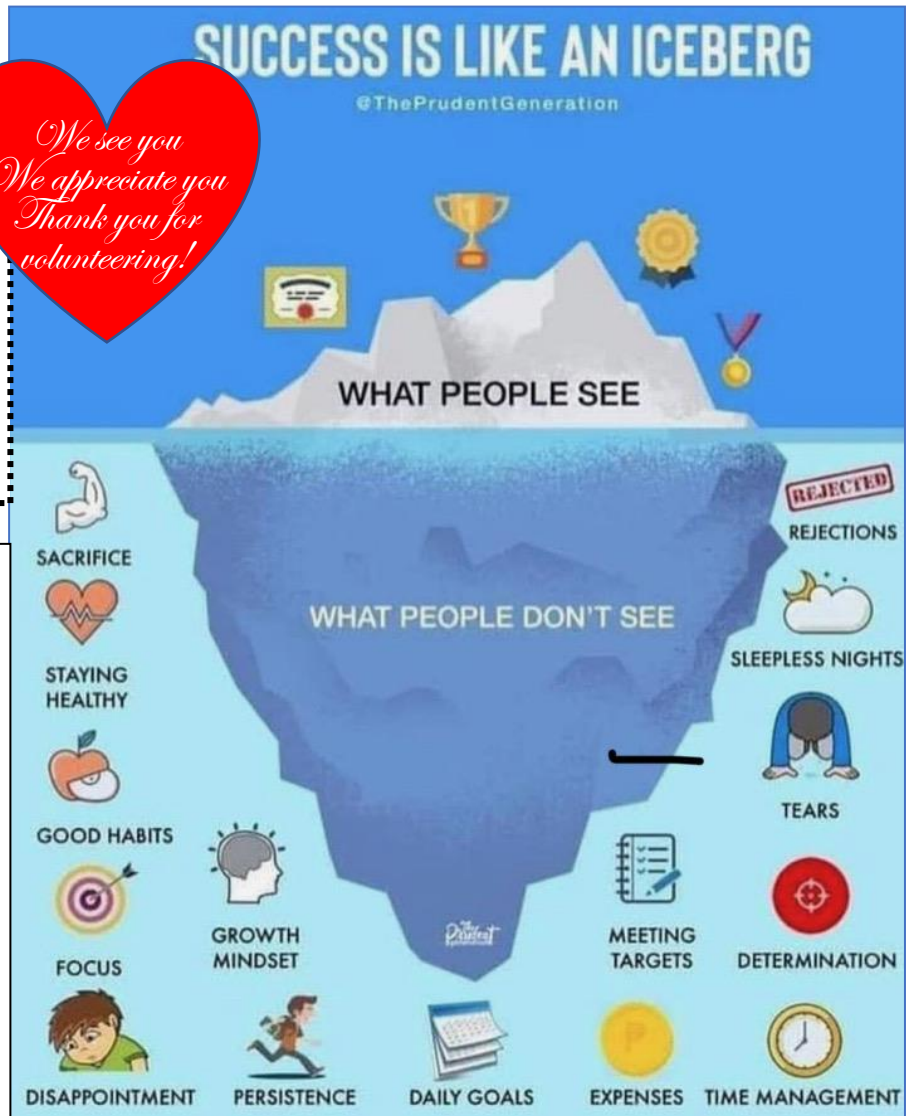
Things to complete before the end of this school year:

1. Membership Database
 - a. Print current database for permanent records
 - b. Update Member Planet and submit names of incoming board or at least one contact name/number
2. Transition Meeting
 - a. Incoming board meets with outgoing board to share knowledge
 - b. Pass all documents, binders, passwords (then change those passwords)
 - c. Make sure new bank signers are named in Minutes for bank
3. Thank your volunteers
4. Elect next year's officers
5. Set & approve next year's budget with board & members
6. Close books by June 30
7. July/Aug after receiving June bank statement, do your End-of-Year Financial Review, then do taxes/submit to accountant
8. Check SOA for completeness
9. Plan Summer Retreat
 - a. Review Mission/Goals
 - b. Review Standing Rules
 - c. Review Team Agreement
 - d. Set tentative calendar
 - e. Prep Membership form & campaign.
 - f. Get to know each other and **HAVE FUN!**



Though school is closed for the summer, the PTA is open!

Our PTA organizations do not close over Summer. Requirements from the IRS and insurance include the need for the **monthly** meetings to; review Minutes, Treasurer's Report and have your Non-Signer review the Bank Statement. This will keep our PTAs in good standing and aware of any missing or mis-used funds right away.



FINANCIAL REVIEW

Following recommendations:

Plan a virtual meeting:

Main person "holding books" to have someone with the treasurer background, who is used to looking at certain documents while the meeting is taking place.

Current treasurer is on stand-by and available for any and all questions, no matter what they are. Pre work-have the financial review sheet to make sure all the required documents are accounted for in the legal notebook.

Things to keep in Mind

This review can take a little longer than usual since it's a virtual meeting, however, it can be done in 2 days to make it easier for the committee. Keep in mind to allow for review of finding with the treasurer and exec board prior to discussing at General Member meeting so everyone is clear on the findings and on the same page.

Appreciate the hard work of both the treasurer and those who are reviewing your books. Both have put a lot of effort into making sure they look good and are done correctly.



[Highline Council PTSA Award Nominees - Please submit your nominees!](#)

Online survey created with SurveyHero.com. Build online forms for FREE with unlimited questions and unlimited responses. Launch your free questionnaire now!

surveyhero.com Click here: <https://surveyhero.com/c/9de448b8>

BEFORE NOON ON JUNE 1, 2020

We still plan to acknowledge the volunteers, staff and teachers in our school district who go above and beyond for our students. We look to you to make sure we know who to honor. Who are the awesome people on your PTA or working in your school?

Consider nominating them for one of these awards: Advocacy for Youth Award, Golden Acorn Award, Community Service Award, Outstanding Service Award, Outstanding Educator, Employee Recognition Award.

NEW THIS YEAR is the Name, Strength, & Need Student Choice Award!