**IN ATTENDANCE:** 6 Board Members present: Shae Delfino, Heather Liberati, Elia Rodriguez, Amanda Bridges, Marilyn Williams, Mrs. Feuerherd. 18 General Members, 5 Non-Members. Quorum met.

**CALL TO ORDER:** Shae called to order at 6:35pm

Shae introduced the PTSO leadership team:

Sharon (Shae) Delfino, President

Elia Rodriguez, 1st VP (Fundraising Chair)

Amanda Bridges, 2nd VP (Special Events Chair)

Heather Liberati, Treasurer

Linda Leonik, Secretary (absent)

Marilyn Williams, Membership Committee Chair

**APPROVAL OF PRIOR MINUTES:** None, as this is the first General Membership Meeting.

Shae advised: The minutes for this meeting shall be approved at the next General Membership Meeting. Three schedule General Membership Meeting. Today is to get bylaws and budget approved. January give updates to General Members and revise budget based on actuals and estimates for remainder of the year as necessary, prepare for annual meeting. April annual General Membership Meeting for elections and final revision to budget. Board Meeting Minutes are to be approved at the following Board Meeting. Monthly Board meetings are open to members.

**PRINCIPAL’S REPORT:** Mrs. Feuerherd thanked Alex Benedict for being on the steering committee and helping get PTSO started from the school’s beginning. Four weeks into the school year, students started their clubs meetings, fall sports are well underway and doing well. Back to School Night is this week.

**PRESIDENT’S REPORT:**

* EIN established, Articles of Incorporation Submitted to the State
* 501c3 application with IRS requires General Membership adoption of Bylaws and approval of Budget.
* Called for suggestions for edits to Bylaws. See attachment for highlighted sections attached where edits were suggested. With edits, Bylaws were approved. (Attached)
* Discussed:
  + School can sponsor PTSO events on-school site, or assist with advertising PTSO events via Cardinal Call or ConnectEd messages as long as the event is considered a non-high risk event. If PTSO event is off-school site and event is on high-risk event list, then PTSO must use its own ways to advertise the PTSO event.
  + Maybe school can share group fundraiser calendar, as to not duplicate events and/ or overlap dates, and not host competing events with athletic boosters, music boosters, and clubs.
  + PTSO will have insurance. It is included as PTSO Operating Expense.
  + Where is Money Matters Guide? This guide is based on MDPTA’s Cash Encounters Guide from 2018-2019. It is still being drafted by removing references to PTA. It mirrors the IRS Code requirements for 501c3.
  + Mrs. Feuerherd clarified that junior Spring Dance fundraiser is a school fundraiser and not one that would be run by PTSO. Each of the freshman, sophomore, junior, and senior classes can have a specific, ‘signature’ annual fundraiser that would be part of a multi-year fundraiser for their special senior event their graduation year. Need more volunteers for these committees.
  + Student Liaison on the PTSO Board: this role is vacant. After discussion, it was agreed that it shouldn’t be a student leader that currently has a leadership role in any of the clubs. PTSO would like to give this leadership opportunity to another student. PTSO can select from current student PTSO members list for this first year. Going forward, starting in April, it will be an application/ election process.

**TREASURER’S REPORT:**

* Bank Account to be established once Crofton HS PTSO is recognized as a business in the Maryland business search website: <https://egov.maryland.gov/businessexpress/entitysearch>
* Total Membership funds collected but currently with 21st Century Education Foundation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Present Proposed Budget. Heather called a motion to approve Budget Category levels. After some discussion at sub-category (breakdown) levels, the Budget was approved as is at Budget Category levels. (Attached)

**1st V.P. FUNDRAISING REPORT:** Elia introduced herself and her experience to raise funds for non-profits. She’s still in planning phases, but she will help seek grants/ donations, come up with fundraising plans geared towards businesses, and fundraisers such as Amazon Smile, once we get 501c3 designation.

**2nd V.P. SPECIAL EVENTS REPORT & Class of 2023 Committee:** Special Events Sub-Committees of Class of 2026, 2025, and 2024 still needs to be formed. Amanda has been very busy with Class of 2023 events supporting the school. Senior Sunrise was a hit, but Senior Sunset cannot happen at the same location (MACC) in May/June. She’s leading the Class of 2023 Spirit Wearfundraiser, online shopping store closes at the end of the month. Funds raised go directly to the school account fund for Class of 2023.

**STUDENT LIAISON’S REPORT:** None. Role is vacant.

**REPORT OF COMMITTEE CHAIRS:**

* MEMBERSHIP.
  + # of members update: Approximately 139 adults, 80 students
  + Marilyn is reaching out to folks that paid but didn’t complete applications, so total number is not exact, since total numbers are unknown for family membership. Membership Committee is recruiting.
  + Teachers are encouraged to be PTSO members. Mrs. F suggested the goal for staff to be PTSO members should be 50%. Membership chair to develop membership campaign to focus on staff members.
* HOSPITALITY. We still need Chair. For now, Shae can help until role is fulfilled.
  + Old business: Welcome Back Breakfast was a success using Signup Genius for request for donations from parents.
  + New business: Student of the Month Breakfast starts in October for September honorees.
* COMMUNICATIONS. From sign-in sheets, Carol Green is interested in leading in this role.
* CLASS OF 2023. Amanda is Chair.
* CLASS OF 2024. Still need Chair.
* CLASS OF 2025. Still need Chair.
* CLASS OF 2026. From sign-in sheets, Denise and Karin expressed interest.

**OTHER PTSO SPONSORED PROGRAMS & EVENTS:**

* Partnership with Crofton Middle School PTA – Basketball Game Crofton MS vs Crofton HS teachers. Basket Auction. Suggested this event can possibly be the Freshman Signature Event. Will pass along to Class of 2026 Committee once formed.

**ANNOUNCEMENTS:**

* **Monthly Meeting Schedule:**

9/19/2022 - General Membership Meeting media center (Purpose: bylaws adoption and budget approval)

10/17/2022 - Board of Directors Meeting media center

11/28/2022 - Board of Directors Meeting media center

12/19/2022 - Board of Directors Meeting \*\*virtual\*\*

1/23/2023 - General Membership Meeting media center. (Purpose: adjusted budget approval, prepare for Annual General Membership Meeting)

2/27/2023 - Board of Directors Meeting media center

3/27/2023 - Board of Directors Meeting media center

4/24/2023 - Annual General Membership Meeting media center. (Purpose: elections for the SY2023-2025 Officers, and SY2023-2024 Student Liaison, final approval to adjust budget)

5/22/2023 - Board of Directors Meeting \*\*virtual\*\*

6/12/2023 - Board of Directors Meeting media center

There was some discussion of having PTSO Board of Director Meetings to be all virtual. It will be up for consideration based on Board members availability to meet in person. If the meeting will be different than shared above, a notice will be given out at least 7 days before the scheduled meeting. All General Membership Meetings are scheduled to be in person.

* **PTSO Board of Directors PoCs:**

President (2025). Shae Delfino, [sdptso@gmail.com](mailto:sdptso@gmail.com)

1st VP Fundraising (2026). Elia Rodriguez, [croftonrodriguez@gmail.com](mailto:croftonrodriguez@gmail.com)

2nd VP Special Events (2023, 2026, 2029). Amanda Bridges, [ptsobridges@gmail.com](mailto:ptsobridges@gmail.com)

Treasurer (2025). Heather Liberati, [hlcrhsptso@gmail.com](mailto:hlcrhsptso@gmail.com)

Secretary (2025). Linda Leonik, [mrsmarquando@gmail.com](mailto:mrsmarquando@gmail.com)

Membership Chair (2025). Marilyn Williams, [ptsocrhsmembership@gmail.com](mailto:ptsocrhsmembership@gmail.com)

* **Other:** There was discussion about allowing ONLY the PTSO to have ability to sell “Class of 20xx” spirit wear and not compete against BSN the school athletic department uses. Mrs. F will look into this.

**MEETING ADJOURNED BY:** Shae at 8:13pm