

# **Finley Farms PTO**

## **Executive Meeting Minutes**

**Date:** 7/13/2021

**Time:** 6:00 p.m.

**Location:** Brooke Capps Residence

**Meeting called to order by:** Brooke Capps at 6:09pm

**Attendance:** Brooke Capps, Elizabeth Cirricione, Amanda Sheperd, Stacia Ehlen

**Minutes:** The minutes of 06/29/2021 meeting were read and approved as written

**Meeting Summary:** This meeting was called to order to discuss and review 2021-2022 PTO by-laws and make any edits needed pertaining to the new school year and board members. The budget was also reviewed by the board and approved and voted on. Updates were given in regards to restaurant nights and some new fundraising opportunities were presented by Elizabeth Cirricione.

### **Officers' Reports**

**President:** Brooke Capps

Read and reviewed each by-law and opened up to discuss changes as needed  
Reviewed each new officers roles and discussed how we can come together and be a team for best outcome.

Presented selling yard signs for 6th graders as part of 6th grade celebration

Made some small changes to 2021-2022 calendar

**Vice-President:** Stacia Ehlen

Will get with Teacher Liaison and come up with new teacher welcome gifts from the PTO

**Treasurer:** Elizabeth Cirricione

Reviewed 2021-2022 school year budget  
discussed fundraising opportunities and restaurant nights

**Communications Secretary:** Amanda Sheperd

Will send out first PTO newsletter and planned posts for facebook weekly

**Recording Secretary:** Kilie Farnsworth

Will handle new membership forms as they come in

**Principal's Report:** Keegan Bassett- No principal report at this meeting

**Committee Reports: No committee reports at this time. Committees will be chosen at next General Board meeting**

Programs Committee:

Fundraising Committee:

Events Committee:

Liaison Committee: Karen Lane

Falcon Fathers Club: Andre Russell

**Votes Held During Meeting:**

- **Kilie Farnsworth made a motion to vote in two new standing rules to our by-laws. Stacia Ehlen second the motion and it passed with 80 % quorum**  
-Bank signers can deposit as well as have cash on hand under lock and key for an upcoming event as approved by president or treasure
- **Amanda Sheperd made a motion to vote on the 2021-2022 budget, Kilie Farnsworth 2nd and Vote passed with 100% quorum**

**Votes Held via Slack:**

- **A motion was made by Kilie Farnsworth to vote Karen Lane as the Teacher Liaison. Elizabeth Cirricione second that vote and it passed with 100% quorum**
- **Kilie Farnsworth motioned to make a vote to raise Teacher Appreciation budget to \$4,500. The vote passed with 100 % quorum**
- **Kilie Farnsworth motioned to vote that yearbooks for the 2021-2022 school year be sold for \$20 each. Motion was passed with 100% percent quorum**
- **Kilie Farnsworth made a motion to vote that we purchase a PTO banner to display at the school for \$85. Amanda Sheperd second the vote and it passed with 80% quorum**
- **Kilie Farnsworth motioned to vote to make Falcon Fathers a standing committee under PTO. Motion was passed with 100% quorum**

**Next Meeting is: 8/9/2021 @ 6:00PM**

**Meeting adjourned at: 8:09PM by Brooke Capps**

**Minutes compiled by Kilie Farnsworth, Recording Secretary**