**Braelinn PTO Meeting Minutes August 23, 2018**

All (8) PTO Board members present. List of (28) signed in parent attendees attached. Thirty six total recorded attendance plus Principal Couch.

**Call To Order:** Co-President Christine Gutshall called the meeting to order and a second motion confirmed. Christine Gutshall mentioned that this meeting was being audio recorded by the Secretary, Heather Kinsinger. The intent was to turn the recordings into a podcast to post on Braelinn’s PTO website for parents who are unable to attend meetings and stay current on topics discussed. We will adhere to Robert’s Rules and the time for comments will be during the New Business Section. Each person will have up to five minutes to comment on a subject related to the topics at hand. Each person will be allowed to speak twice on a subject for a maximum of 10 minutes.

A motion was made to approve the minutes from the May PTO meeting and a second motion confirmed by Christy Meyer.

**Statement of the Co- Treasurer:** Andree Shedd stated that a discovery had been made in March 2018 that the PTO tax forms had been prepared but had not been filed by our CPA dating back to 2012 and moving forward. When not filed for three consecutive years, they are revoked, which is the current status of our 501C3. We do not pay taxes per se, just file annual paperwork. Work was done March-August to get the filings current and in good standings with the IRS, retroactive to the first missed filings. The IRS has 180 days to update our status.

A question was posed by a parent about the proposed budget. Andre Shedd explained that according to our bylaws, the budget is proposed in May and voted on in August. Discussion may happen in May or questions may be sent over the summer to the President. If there is no majority vote today, the budget will not be approved and the PTO will need to stop spending money, including outstanding reimbursements. Parent Doug Stevenson suggested discussing moving budget discussions up in the timeline to allow for more discussion prior to vote.

Another parent, Corinne Kehayes, questioned the “Leader in Me” program expenses and requested that the contract be posted. The LIM contract is for three years and was signed by Mrs. Bell, the Principal that just retired in May. A statement of expenses was brought forward by Corinne Kehayes.

Mrs. Couch stated that the goal is to always be transparent.

Andree Shedd stated the amount carried forward in the budget is open for discussion in May and this is the time to bring up questions or send in an email over the summer to discuss.There are outstanding reimbursements for example: Tracy (courtyard committee) had $500 in mulch. Santa Shoppe for Tina Carlson… We are receptive to change if it works for the kids. An example is Santa Shoppe, the costs went up and we increased the budget a little bit.

Melissa Jadick stated the budget is a blank slate and a moving target each year. The budget and bylaws are on the website and we are open and receptive to conversation.

Payton Peoples asked if there was something that could be put on the website describing the items by line? Note: Descriptions were added to the webpage post meeting.

Parent question- when is the process and opportunity to discuss over the summer? Christine Gutshall and Jackie Jimenez stated Pto is open to discussing changes. The budget was proposed and posted in May and all summer long, questions were answered then and could be emailed at any time.

Ring Jiang stated there is a handbook on the website.

Vote on excess funds from Spring Fling to be put toward adaptive playground. We budgeted $10,000 and earned $14,360.84. The vote is for $4,360.84 to be put towards the adapted playground fund. Vote is 33/2 in favor.

Vote on the budget. Vote 29 in favor, majority of 36 recorded in attendance.

Abstaining voters were present but not counted but will be recorded moving forward.

President report: Christine Gutshall spoke to: Sponsors, new website and covered levels of sponsorship and who they are so far: Dental Traditions, Denise Wilhelm, Gwinnett Place Ford, Peachtree City Pediatric Dentistry, All South Lawnscapes, Payton Peoples.com. Dr. Mahaffey, Moba Soccer Academy, Wilcox Dental, Mark Gray State Farm, MH Plumbing, Mike and C’s, Avella Dental, McWilliams Automotive.

Meet the Teacher- went great, thank you parents for contributing food for luncheon. Thank you to Cheryl for Spirit Wear. Discussed Star Parking spot, premium parking and open committees, especially Spring Fling.

School Spirit Nights- Nicole Belgin volunteered to do.

Need for a Fundraising Chair- will be part of a team.

Discussion of teacher gift certificates and reimbursement for expenses.

Full time teacher gets $200, part time $100, para $40. Grade Education levels include specials.

Please fill out volunteer forms.

Form coming home soon for Directory Spot App, our directory.

**VP Report**- Nurse Connie has been busy with immunization reports to be ready for yearly audit.

**Principal Couch Report**- Discussed School Council- Old business- School Spanish Lab, K/1st Standard Base testing, Georgia Milestones.

New Business- Leader in Me and PBIS- how to marry the two. School wide writing is an area of weakness for us. Considering a program for students to submit their writing for assessment. She discussed this with the Assistant Superintendent.

School Safety is very important. Discussed new procedures and changes to pickups coming soon.

**Report of Standing Committees:** Christine Gutshall- there is a Room Mom meeting on either September 5th/6th.

Commitment Programs- Get in Box tops, re-register for Kroger and after October 1st, Publix is changing the program to mirror Kroger and you must register a card.

Vote on Bylaws- proposed.

Heather Kinsinger discussed the bylaw review committee- Herself, another Board Member former PTO advisor, Christine Gutshall, a teacher, Ms. Harris, and three parents- one a past PTO President, Kelly Kroskey, Cynthia Saracino and Ashley Tyndal, attorney.

The bylaws were posted all summer. Additions in latest post refer to majority changes in last couple of weeks.

\*Addition of the Co-President, elected in April.

\*Delete the “Sneak Peek” which was replaced by the “Friday @ Five” in more than one spot.

\*President/Co-President organizes the teacher welcome back lunch.

\*The VP role will input volunteers into the Google Doc with help from the board. Also talks to displaying the sponsor banner and creating a tracking spreadsheet to show sponsor value.

\*Recording Secretary will attach minutes to the Braelinn website and coordinate a recording of meetings and podcast.

\*Additional title added for Treasurer/Co Treasurer.

\*Description of Robert’s Rules in reference to a vote.

\*Added to include bylaws on pto website.

\*Added that the proposed bylaws be also approved by the PTO Board.

\*Added clarification on suggested “Order of Business”

\*Added section on Fiduciary duties.

\*Added section on Misuse of Funds.

Question about upcoming votes in Friday @ 5- possible to get a school wide vote. Board open to looking into, has been done previously with the school sign.

Roberts Rules now followed, always has been listed in the bylaws.

Questions about:

New Votes- From Doug Stevenson- Is the Board adding additional members to change board votes?

Question about the process of bylaws and when posting them. Explanation given again by Heather Kinsinger of new items and bylaw review committee approving them and the process.

Fiduciary responsibility? An example given by Heather Kinsinger that if the playground dissolves, all money given back to the donors or the school.

A parent, Doug Stevenson, stated that he was weary of creating positions, it is a slippery slope. Could create voting potential and there should only be 1 voting person per position.

Andree stated that more people may capture more parental population attending meetings.

Nicole stated that they weren’t voted in and we should make do with what we have.

Christine Gutshall stated we need people to help.

Jackie Jimenez stated that the entire pto in attendance votes on anything over $3,000.

A parent stated that it should be amended to make the extra help in the form of committee members.

A parent asked when the bold print was added. She was not comfortable voting on the bold.

Heather Kinsinger stated the majority of items were new things that have changed in this school year such as Sneak Peek vs Friday at Five, clarification of responsibilities such as tasks done by the VP now put in writing. Heather then went through each bolded item line by line and asked for questions.

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Heather stated that she was attempting to record the meetings (this is the first try) to make more accessible to parents. These recordings would be turned into podcasts and made available on our website. Heather also explained there is a way to chapter them, she had received initial training by the school district on how to record and they offered to train on chaptering.

Ring Jiang stated that is too much to ask of volunteers.

Heather Kinsinger agreed but stated one step at a time. If recording was successful, it will be posted as soon as possible. Note: a microphone was not used, the recording was unsuccessful. Will try again next meeting with a podium and a microphone, which is key.

Corinne Kehayes stated that the PTO is not operating within the bylaws and that experts should be hired to deal with the IRS issue.

Heather Kinsinger stated that it took time to get the facts from our CPA (during tax season) so that we could determine what had occurred and how to remedy. We are presenting the very first meeting and are available to answer questions.

Andree stated the PTO found out but didn’t know why and that the PTO was working with a CPA. It took months to get everything together. We are volunteers. We are telling you now because we have all the facts and all info is on our website.

Nicole Bilgen suggested Google forms be used for voting.

Heather Kinsinger thanked her for the suggestion, and we will look at that. We did use that method for our school sign. Also reiterated that all the extra board help has been very helpful and that all board members are working well together and have been very productive.

Payton Peoples mentioned there is another online voting tool available. Noted to follow up with her.

Parent suggestion to move budget discussions to April so that May is still available to discuss before voting in August.

Parent Doug Stevenson asked if creating a position is okay?

Andree stated that duties are being split.

Parent Doug Stevenson asked if splitting a position is splitting a vote?

Andree stated we are voting on bylaws to allow for what we are.

Christy Meyer stated only one person came forward but after the tax situation, more came forward to assist.

Doug Stevenson stated that he understood but asked about extra voting numbers?

Andree stated we are 5 now 8 voting members not voting on anything yet just presenting new positions.

Heather stated- a reminder that the bylaw review committee has approved proposed bylaws. They are on the website and transparent. The bolded items were the most recent that we have gone through today. Happy to answer further questions.

Bylaw vote called, a second was made.

15 approved/ 10 or 11 voted against. Abstaining voters not counted.

**Announcements:** Next meeting is Thursday, September 20th @ 9:30.

11:25 meeting adjourned.