



Madison Heights PTO

Executive Board Meeting Notes

August 5th, 2026

Tristan Called the meeting to order at 7:31pm

Executive Board Members in attendance

Lindsey Miesen- Co-President

Tristan Gandolfi- Co President

Myna Wintz- Vice President

Jeremy Sanchez- Co-Treasurer

Tom Ansel- Secretary

Summary

- The committee reviewed meeting minutes, discussed sponsorship payment processes, refined financial reporting needs, and adjusted budget allocations for the upcoming year.
- The group aligned on improved meeting structure, clarified committee responsibilities, and discussed potential new events and partnerships.
- Budget discussions centered on community events, staff appreciation, campus beautification, subscription management, and accountant retainer services.
- Action items were assigned across communications, finance, sponsorships, and event coordination.

Meeting Kickoff & Updates

- Jeremy asked about Amazon supply ordering and typical fulfillment processes.
- June and July PTO meeting minutes were approved.
- Lindsey proposed a new meeting format emphasizing officer updates and task assignments.

Teacher Meetings & Grant Requests

- Tristan reported strong engagement from new teachers and specials teachers at a recent meeting.
- Lindsey discussed the preschool Meet-the-Teacher event and Adeline's role.
- Tristan outlined monthly meeting themes and guest speakers (Mathnasium, Wildlings).
- Lindsey introduced the Kuiper Cup as a potential new event; vetting process to be completed.

Committee Updates & Sponsorship Payment Process

- Myna shared updates on staff appreciation and communications; Christine updated the Flock calendar.
- Ashley raised questions about sponsorship payment options (Zelle vs. Zeffy).
- Tristan recommended using Zeffy for all sponsorship payments for consistency and automated receipts.
- Jeremyi agreed to set up Zeffy campaigns and integrate them with QuickBooks.

Budget & Financial Reporting

- Tristan and Lindsey emphasized the need for a clear financial report showing total requested funds, monthly spend, and budget tracking.
- Myna referenced bylaws requiring starting/ending balances, total income/expenses, and budget comparison.
- Jeremyi will track monthly requests and spending, ensuring proper categorization and tagging.
- The group discussed retaining accountant Michelle for quarterly reconciliation and improved transparency.

Staff Support & Documentation

- Tristan discussed documentation processes for staff support and highlighted Cecilia's strong record-keeping.
- SOPs should be standardized across all spending categories.
- Business fees include Michelle's accounting services (~\$150).
- Tristan asked for feedback on historical spending patterns and budget allocation.

PTO Meetings & Event Budget Adjustments

- Myna suggested increasing PTO meetings to accommodate additional expenses (plates, supplies).
- Pizza costs were discussed; Myna proposed reducing community event spending to offset.
- Lindsey emphasized flexibility for unexpected expenses, citing past surpluses.
- Tristan recalled prior surpluses and distribution between staff appreciation and events.

Campus Beautification & Business Fees

- Myna proposed increasing campus beautification budget due to prior unspent funds.
- Tristan and Myna discussed increasing business fees to cover potential quarterly tax payments.
- Lindsey mentioned additional fees (e.g., movie license).
- Tristan reiterated the importance of tracking spending closely.

Spot Grants & Initial Budget Allocation

- Tristan and Myna reviewed last year's spot grants and discussed adjusting beautification budget accordingly.
- Tristan proposed initial budget allocations for staff appreciation and communications committees.
- Lindsey and Tristan discussed flexibility and potential use of flex funds.

Accounting & Subscription Management

- Jeremy confirmed access to accounts and the need to check Live Oak balance.
- Tristan and Jeremy discussed subscription management and teacher reimbursements.
- Jeremy will handle subscription payments and reimbursements.
- Discussion included need for a PTO credit card for Amazon purchases.

Final Budget Adjustments & Future Meetings

- Tristan outlined total budget to be approved (~\$100k including aides and committees).
- Needs identified: magnets, Super Citizen signs, eclipse glasses.
- Jeremy confirmed discretion to approve up to \$250.
- Lindsey and Tristan emphasized securing Michelle for bookkeeping and clarifying quarterly payments.

Action Items

- Define official sponsorship payment process; use Zeffy for sponsorships and Zelle for dress-down donations under \$250.
- Post approved June/July PTO meeting minutes.
- Coordinate with Adeline regarding preschool Meet-the-Teacher participation.
- Ask CPA Michelle for IRS guidance on sponsorship tax-deductibility thresholds.
- Review/update Zeffy campaigns and send to Karen.
- Configure QuickBooks–Zeffy integration with Karen.

Lindsey called the meeting to a close at 8:50pm