



Madison Heights PTO

Executive Board Meeting Notes

September 26, 2024

Meeting called to order at 8:00 p.m.

The following attendees were present:

Executive Board Attendees: Tristan Gandolfi (President), Niki Sheppard (Vice President), Kristi Beaver (Secretary), Tina Jiwatram-Negrón (Co-Treasurer), Tanya Cushner (Co-Treasurer)

- Tina motions to approve minutes from the last meeting. Niki seconds. Minutes from last meeting approved unanimously.
- Norms
 - Mission/Goals -want to make sure it represents that we are supporting school; will be translated to Spanish and added to website; Tina will have edits by next week.
 - DEI-will be translated to Spanish and will be added to website
 - Will share mission and DEI with committee for any comments or feedback.
- Budget Approval-budget discussion; good that it lists individual events so future boards can use it as a centralized, living document; will see where we are on grants going forward. Niki motions to approve the budget; Tristan seconds; approved unanimously. Tanya will PDF budget docs so that Kristi can upload to website.
- Norms and Roberts Rules: Niki presents. Niki will present at committee meeting as well. Will consider edits from the full group.
- Discussion regarding when to send letters for in-kind donations and training that will be provided to committees. Also, have a tracking sheet of all in-kind donations.
- Discussion re: taxes update. Tristan moves to approve \$100 for discussion with tax contact.
- Motion carries unanimously.
- Spirit Shirt Contest: running low on time, so will discuss at another meeting.
- Teacher Grants discussions and approval: current grant requests reviewed and approved or denied.

Meeting adjourned by Tristan Gandolfi at 9:10 p.m.