



PTSA Executive Board Meeting Minutes - July 23, 2020

Held via Zoom call

In attendance – Brooke Castino, Terri Guitton, Kristin Morgan, Wendy Coomes, Priti Shah, Brittany Johnson, Abigail Roofner

I. Call to order by Terri Guitton at 9am July 23, 2020

II. Officer Reports

a. President, Terri Guitton

i. Board Appointment discussion and vote

Board unanimously voted Will Dukes - Parliamentarian

Board unanimously voted Francee Williams - Parent Liaison Coordinator

Board unanimously voted Meri Gaston – Outreach Coordinator

Tracy Foust to continue as Membership Coordinator

Discussion regarding possible candidates for PIE Coordinator – Board decided to wait to hear back from Molly Peaden who has already been asked to fill this position; other potential candidates Kelly Tatro, Sarah Sleeth and Devin Qureshi

Kristin will reach out to Danielle Stevenson for feedback regarding PIE candidates

Terri will notify Tracy, Francee, Will and Mary regarding their appointments

ii. Calendar Updates

After discussion Board decided on 8/4/2020 @ 9:15 am for the PTSA budget committee meeting and 8/6/2020 @ 9:15 am for the next PTSA Executive Board meeting

Terri will propose 9/10/2020 to Trevor for first 20/21 PTSA general meeting

Terri proposed PTSA Executive Board meetings be held the 1st Thursday of every month – open for discussion

iii. Request from Trevor for money for back to school teacher lunch

Terri stated Trevor has asked for \$1,000 donation from the PTSA to partially cover costs of teacher back to school event (including BBQ, polo shirts and masks). Brooke mentioned PTSA gave close to \$500 last year. Terri moved we split the cost with the Falcon Fund and proposed we vote to donate \$500. Board voted unanimously to donate \$500.

Iv. Discuss change in bylaws to address separation of Falcon Fund

Terri stated Wendy pointed out our current bylaws state the Falcon Fund Board is to be made up of PTSA Executive Board. Trevor's preference is the Fund Board not be made up of PTSA Board members. Terri inquired re: procedures to change standing rules. Brooke stated we need to propose the changes at the next Board meeting and that we might have to file with the FL PTA. Brooke will check with Francee.

V. Member Hub

PTSA will be using Member Hub for membership drive. Wendy will get Member Hub updated with our new bank account information. PTSA needs contact information for all families returning to APS for membership drive.

b. Treasurer, Wendy Coomes

i. Budget Audit update

Annual audit was completed 7/16/2020 with Terri, Kristin and Abigail. Audit was submitted via Member Hub.

ii. Budget Committee

Budget Committee meeting set for 8/4/2020 @ 9:15 am. Wendy read from the bylaws – elected officers make up the budget committee or members may be elected by the Board. Members who will be present for 8/4 meeting will be Wendy, Terri, Kristin and Brittany

c. Secretary, Abigail Roofner

No report

d. VP Fundraising, Brittany Johnson

No report

e. VP Events, Priti Shaw

Priti inquired re: calendar of events – is there a tentative schedule.

Kristin will provide Priti with prior year schedule of cultural events and PIE dates of events. Brooke stated Park Life will sponsor 5k event. Brooke will investigate possibility of virtual race.

f. VP Communications, Kristin Morgan

Kristin inquired re: administrative access for social media accounts

for APS PTSA. Brooke suggested Brittany, Kristin and Terri as only social media account administrators – all agreed.

g. Past-President, Brooke Castino

Comments documented in notes above.

III. New Business