

**Richland Elementary PTO  
Meeting Minutes**

Wednesday, October 24, 2018

9:00 AM – 10:30 AM, Richland Elementary Library

ATTENDEES: Alaina Neff, Erin Sullivan, Shauna Carr, Molly Flora, Jessica Greve, Sherri Duncanson

Resolution to approve bank items

- a. Our legal name (“Richland Elementary Parent Teacher Organization”) differs between our bank account, IRS, and PayPal accounts. The bank requires proof that the board has approved a name change.
- b. Shauna motioned to approve the update of our legal name and EIN with the bank, Erin seconded, all voted in favor

Frosty’s Holiday Shop

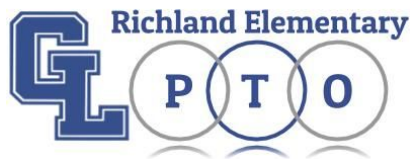
- a. Molly spoke with a representative from Fun Services. We have approval from Mrs. Buckmaster who polled teachers to see if they would want to participate during a weekday, which would avoid extra janitorial fees. As of now, there is no chairperson but the board members have taken on leading and organizing this fundraiser. The name will be changed Original Holiday Gift Shop to reflect the promotional materials we will receive. The Board will determine markup prior to the sale. Tentative dates for the sale will be December 10, 11, and 12 in the computer lab space. We will have the option to run an extra day if things are going well as materials do not need to be returned until Friday, December 14. Molly will fill out the fundraiser request form.

Qdoba/Peachwave Fundraiser

- a. Date for both fundraisers will be November 6, with a goal to get flyers out to parents and the community by October 29.
- b. Peachwave will be an all-day event, and the PTO will receive 10% of sales
- c. Qdoba will be from 5-8 p.m., and the PTO will receive 15% of sales

Bylaws Update

- a. The PTO Bylaws need to be updated as part of the 501C3 application process. Changes will be made to the bylaws and they will be made available early next week on our website, Facebook, and in print if requested, for review. This resolution will be voted on at the November 9 PTO meeting.
- b. Sample bylaws were downloaded and adapted for our purposes. Some areas of the old bylaws will be incorporated as well.
- c. Updated bylaws will conform to the Open Meeting Act of Michigan and this guide will be used for the conducting of business, as well as Robert’s Rules of Order.



- d. Board members will review the changes and a final copy will be sent to the PTO membership for review. If approved, the new bylaws will be submitted as part of the 501C3 application.

#### Old vs. Updated Bylaws

- a. The Board and present PTO members discussed the details regarding:
  - i. The principal's role as a consultant versus a voting member
  - ii. The President's role in voting
  - iii. The votes of the executive board will count when conducting business, with the exception of electing new board members.
  - iv. The importance of the presence of teachers, or a representative from each grade level, at meetings, especially the board member vote meeting
  - v. A calendar for the year will be provided, and will be made in conjunction with appropriate staff
  - vi. Term limits and exceptions
  - vii. Selection and nomination of board members
  - viii. Timeline of events leading up to the end of the fiscal year board member vote
  - ix. Board actions that can be taken in writing and without a meeting
  - x. Ensuring that two governing positions are included on the bank account
  - xi. Authority between meetings to approve reimbursements and write checks
  - xii. Non-partisan language
  - xiii. Future amendments
  - xiv. Board member transitions between school/fiscal years
  - xv. Community resources we have that can be utilized to troubleshoot as we develop
- b. 501C3 documents were discussed, and will be made public prior to/at the time of submission to the IRS.
- c. It was reiterated that at the November 9 PTO meeting, the agenda will include a motion to amend the bylaws. This resolution will be voted on at that time.

Meeting adjourned.

#### **2018/2019 Richland Elementary PTO Board**

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Shauna Carr, Treasurer - [cscarr01@att.net](mailto:cscarr01@att.net)

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