

PALM VALLEY ACADEMY PTO GENERAL MEETING MINUTES

DATE: March 9, 2020

LOCATION: PVA Cafeteria

MEETING CALLED TO ORDER BY: Jill D'Amato

TIME: 9:12 AM

ATTENDANCE: 8 members, 0 non-members and 6 board members

- 1.) Call to order
- 2.) Establish if quorum is present: Yes
- 3.) Review of meeting minutes from February meeting: you can see the minutes from previous meetings on www.pvpto.org
- 4.) Old Business
 - a. Upcoming/Recent Events
 - i. Field Days – March 2 (K&2), 3 (1st&3rd), 5 (4th&5th)
 - ii. Spirit Store – March 6 **2-4PM time change** (was cancelled unexpected so direct any individuals still needing apparel to president@pvpto.org)
 - iii. PTO General Meeting – March 9
 - iv. Upper School Info Night – March 10 6PM
 - v. Spring Individual Pictures – March 12 - CANCELLED
 - vi. Teacher Planning / Spring Break – March 13-20
 - vii. Art to Remember Forms Distributed – March 23
 - viii. Goodwill Bag it Up – March 25&26
 - b. Bobcat Bolt Fundraising Update
 - i. Activity Pad Scheduled for Install Spring Break
 - ii. Devices for the Classrooms – 180 Devices arrived, awaiting configuration
 - iii. Water Fountains Update and Next Steps
 1. Received one quote for fountains. Awaiting second quote before putting in PPOF paperwork required by the district. Approval process will take 2-3 months so won't see water fountains installed until the summer.
- 5.) New Business
 - a. Spring Fun Fest – scheduled for April 16 with rain date of April 17
 - b. 2020 Planning
 - i. Open positions – board, chairs, committee
 1. If interested in a board position, please email Election@pvpto.org
 2. Descriptions and sign up for open committee and chair positions was made available at the meeting. Questions and interested parties can reach out for volunteers@pvpto.org for more information.
 3. Additional communications on open positions will be circulating over the next few weeks ahead of elections at April meeting.

- c. Audit Language update in Bylaws – motion made to approve following update to the bylaws. Motion seconded. Unanimously approved by those in attendance.

Current language in Bylaws regarding Audit:

Section 6: Annual Audit.

- a. *An annual audit of the outgoing Treasurer's records and accounts shall be performed by an independent auditor or an auditing committee consisting of not less than three members. The auditor or the auditing committee shall be appointed by the Executive Board at least two weeks prior to the PTO fiscal year end and shall not include any member of the Executive Board, the Executive Committee, or their immediate families, including in-laws.*
- b. *The auditor or auditing committee, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. This report should be dated no later than June 30 of the current fiscal year end and shall be given by the Treasurer at the next Executive Board meeting following the completion of the audit.*

Revised language:

Section 6: Method of Checks and Balances.

- a. *A shared file will be set up to provide access to the entire board for all monthly statements from any monetary accounts. Monthly or quarterly balance sheets and budget to actual comparisons will also be provided.*
- b. *At the end of each event, a summary of budget to actual and net realization for each event will be provided to the board and the committee for that event. This will be used to build future budget.*
- c. *By June 30 of each year, a summary of the year's activities in comparison to the budget will be provided to the Presidents for sign off.*

6.) Committee Updates

- a. Gala: Exact numbers are still being tabulated but initial estimates show about \$40K made with \$25K cleared. Lessons learned documented for next year.
- b. Book Fair: Made \$5K more this Spring book fair than last year. Gave \$3K in free books and another \$900 in discounts to teachers during the fair. Wednesday will be the day for middle schoolers to visit for all book fairs moving forward.

7.) Other Items

- a. PTO will create/distribute middle school specific survey this summer to get an understanding of the desires/needs of middle school families

Next Meeting is Monday, April 6 at 9 AM (Principal Chat as well)

MEETING ADJOURNED AT: 9:48 AM By Cole Naldzin

MINUTES COMPILED BY: Kim McGowan, Upper School VP