Methacton Coordinating Council Meeting Minutes, 6-8-2015

1. Attendance: Sherry Polidore (Skyview), Michelle Davis (Arrowhead), Mary Hull (Arrowhead), Jennifer Stephenson (Audubon), Ashley Wilkerson (Audubon), Christine Steere, Meg Cunnane (Methacton), Michelle Bauer (Worcester), Barbarann Probst (Skyview)

2. The following individuals will serve as school representatives on the Coordinating Council for the 2015-2016 year for each school (note- some of this information was added AFTER the meeting based on email communications):
MHS: Meg Cunnane
Arcola: Gene Dickey- will change once new Board decides on new rep
Skyview: Nicole Drake/Sherry Polidore/Carol Davidson
Arrowhead: Mary Hull/Michelle Davis
Audubon: Jennifer Stephenson/Ashley Wilkerson
Eagleville: Tracy Courtney/Kelly Alexander
Woodland: Liz Drummond/Michelle Petko/Sue Washburn
Worcester: Michelle Bauer/Suzy Dowell

Although some schools may have multiple representatives, each school will only have one vote when the MCC votes on any issue.

3. The following members have volunteered to service as officers on the Coordinating Council Executive Board for the coming year. A vote on these positions will occur at the next meeting where a quorum is present. The Coordinating Council is still actively seeking a member to serve as Treasurer.

Pres: Christine Steere
VP: Gene Dickey
Sec: Ashley Wilkerson
IT?: Michelle Bauer (we will need to vote to add IT position to Executive Board)
Treasurer:??

4. The financial commitment for each school toward the Coordinating Council for the 2015-2016 school year will be $250. Money contributed previously is still in a bank account and will be used to pay for liability insurance once the Coordinating Council assumes that financial responsibility.

5. We will need to decide whether or not to ask MSD to continue to assist with liability insurance. (It is no cost for the district to provide insurance to our organizations.)

6. Discussion regarding accepting Brian Earnshaw's offer (Methacton parent) to help with non-profit status and finances at no charge to us. Those present were in agreement to pursue his offer as opposed to paying a consultant enlisted by the district. We need to get tax filings in order. Brian provided the following information: "I've been a CPA for over 25 years. I successfully obtained 501(c)(3) status for my sister's charitable foundation 3 years ago and have filed the 990s for the foundation ever since. Granted it's a much smaller organization, but same/similar filings would apply to the H&S organization. What needs to

be done for financial reporting can be accomplished through Excel with proper planning and the set up of standard reporting spreadsheets. Will be much easier to maintain going forward, especially as treasurers change."

7.We will schedule bylaw meeting with rep from all schools for over the summer. We have one set of bylaws which is based on those of another school district and was submitted by a consultant on our behalf as part of the process of setting up our non-profit status. There is another set of bylaws that members of the MCC worked extremely hard to craft- these are obviously more specific to our district. We need to pull what's best from both to create a unified set of bylaws.

8. We need to take back over Student Loan Fund- Meg will get information regarding the individual who currently manages the fund from Sue, and we will ask Dr. Zerbe or the Board to get involved. Loans are still being given but the individual managing the fund is not contacting us. This fund needs more oversight. MHS and Audubon aren't paying into the fund for now until they have more info.

9. Bylaw critiques to Christine by June 26th, and she will compile them and send out a new draft.