

RC Hinsdale PTA
Board Meeting
RC Hinsdale Library
Wednesday, August 4th, 2021

Present: President Jackie Schlotterbeck, Treasurer Katie Panaro, Vice President Membership Thelma Post, Vice President Communications Danielle Reinhart, Vice President Volunteers Sara Knapke, Secretary Stacey Cammack, Brittany Foster, Sara Thompson, Jenny Bunnell

Call to Order

Meeting called to order by Jackie Schlotterbeck at 6:38pm.

Sign-In & Quorum

A quorum was established.

District Welcome/Overview

Toni Walden, 14th District President, is traveling the district to sit in on meetings. Toni outlined the chain of command and requested that we first refer to our by-laws. From there please contact the board with questions. If additional assistance is needed please contact Toni. Please connect to Memberhub so that you can receive information. There are changes in the Kentucky PTA such as Toni must receive a copy of our budget. PTA bylaws are mostly dictated by IRS and Kentucky Redbook. There are implications for violations. The PTA can be audited as well as lose funding. Also, please keep communications transparent and sent to the entire board. Do not send communications to a small group of members. Going forward those communications need to be sent to the full board. If you are unable to take an item to the board in full please contact Toni. Toni is also available to attend our meetings if necessary or requested. She can also be contacted via email with questions. Please refer to by-laws and standing rules first.

Preliminary Budget Discussion

Katie Panaro reported that we have started to prepare a preliminary budget however the current Covid environment may change things. The preliminary was based on pre-Covid years. We are starting the year with roughly \$32,000. We have a start-up funds budget of \$6000. Money cannot be spent after June 30th (start of fiscal year) except for start-up funds. Jackie Schlotterbeck reported that we must approve a budget to bring to general membership in September. Also, we need all plans of work by August 13th to meet with the Executive Committee. Katie reported that she has not received many plans of work which will assist with budget planning. We discussed proceeding with preliminary budget planning as if we're in a pre-Covid school year. The group discussed fundraising options. We will postpone restaurant nights for the time being. Erica Lenz previously submitted the idea of a Mumkins fundraiser. Thelma Post made a motion to sell Mumkins as a fall fundraiser. Sara Thompson seconded. Unanimous approval.

Communications

Danielle Reinhart shared that she will begin tracking communications in a communications tracker. All communications will be available in the tracker for the entire year. All communications will be assigned a date and the details and documents will be attached. The document will be live and can be modified by board members. We will continue with weekly updates and the monthly newsletter.

Protocols/Procedures/Review Items

Jackie Schlotterbeck presented the year end survey results. Feedback submitted included fundraising event suggestions (restaurant nights, read-a-thon, carnival events) as well as fundraising concerns (Boosterthon costs). Also, families enjoyed the talent show and basket raffle. We received a handful of volunteers for open positions and duties. Those volunteers have been contacted. Based on survey feedback we are rolling the Room Parent Chair position into the VP of Volunteers role. Sara Knapke will absorb those duties within her position. The organizational chart was presented. We were able to add Shauna Duvall (VP Programs & Special Events) through an email vote. Melissa Wright volunteered for Candy Cane Corner. Allison Wilker volunteered for Breakfast with Buddy and Stacey Cammack offered to manage the Art Fair.

Jackie reported that we are unable to do Scripps gift cards for teachers going forward. We cannot accept money into our bank account to then purchase gift cards for teachers (Redbook violation). Parents can donate gift cards to the PTA to be passed along to whomever they have earmarked it for. We can take gift card donations as well.

Toni Walden informed us that anyone can attend any meeting except for Executive Committee meetings. Toni suggested removed board meeting and have them as general membership meetings going forward. Jackie will modify this meeting schedule presented. Jackie also stated that our meetings will be offered in person and Google Meet going forward.

Jackie Schlotterbeck requested that we review the job descriptions, committees, and organizational chart. It will be requested that everyone signs off on their job duties. Jackie will send this out prior to the next meeting. Please bring it with you to the next meeting.

The Conflict of Interest, Whistleblower and Code of Ethics documents will be sent out for review prior to the next meeting. Please review and sign. This is due by the next meeting. All modifications made to the Standing Rules will be highlighted.

Adjournment

Sara Thompson made a motion to adjourn, and Sara Knapke seconded. The motion was unanimous, and the meeting adjourned at 8:29pm.

