

Line Elementary PTC Executive Meeting Minutes 1-11-17

Attendees: Anastasia Ferguson, Shirley Keller, Patricia Kafka, Brenda Wedgewood

Review of the By Laws: Shirley noted that the School Store Coordinator is not necessary. We will remove that from the by-laws. In the VP description there is a typo. VP duties are to audit the treasurer report and be a joint signer on the account. We will change that role to President. Shirley mentioned that for Girl Scouts they sign the monthly bank statement. For the Historical Society, Shirley emails a treasurer report to each person and they will be able to review and reconcile. We will make the President review the treasurer report. Brenda will ensure that the bank provides a monthly statement for access and to review/reconcile. Under Executive Committee, noted that the meeting should be prior to the school year. We currently are not meeting more than once a year. We do not believe that we need to have additional meetings at this time. Under #5; Executive Committee, the committee has authority up to \$100 to approve items that come up between meetings. We will change that amount to \$300. We will also amend the by-laws to designate the Executive Committee, as well as remove the School Store Coordinator and add the Bulletin Board Coordinator. Under Cash Receipts, it indicates that the cash money shall be counted by two parties and signed off on. We will need to enforce this by-law. We will also enforce the request for funds need to be processed through the principal using the documents provided.

We will bring the changes up at the next PTC meeting and get approval to change the by-laws.

PTC Website Charge: We originally paid for this in 2/2015 and were recharged in 12/2016. The site is up to date through 2/10/19. Anastasia will follow up to see why they recharged.

PTC Supply Closet: Seems to be used by people for other events. We will review with Tim to ensure that if anyone takes supplies, they are replaced.

Approving funds via email: We will continue to handle these items as they come up.

PTO Today Expo: Tuesday, March 21, 2017. Anastasia wants to go. Looking to see if anyone else wants to go. Anastasia will mention to the others in the regular meeting.

Meeting adjourned.