

December Executive Meeting Minutes – December 21, 2019

Attendees: Jere Gray, Brenda Wedgewood and Anastasia Ferguson

Guests: Jaclyn Roche and Jeremy Roche

Jere Gray Made a motion to approve November Meeting minutes, Brenda Wedgewood seconded the motion. All were in favor.

Treasurer report: Balance \$11,521.36

Expenses:

\$25 Fairgrounds for Wanda Johnson retirement gift

\$1855.53 for Scholastic Book Fair

Outstanding Check for Anastasia Ferguson \$74.73 from Book Fair Decorations

Income:

\$60.00 RSD Graphics for the T-Shirt Spirit Wear we did in November

\$1000.00 Scholastic Book Fair Profit

\$500 in Scholastic Dollars were taken and spent \$289.63 for Teacher books and Students in Need

Scholarship Fund \$994.79 we will be paying out \$500 shortly

Savings Account \$2482.87

Clynk Balance \$174.00. As of 12/19 \$74.05, used \$100 for the food pantry ~~and 17.63 cash from bank account~~. Amended Minutes: The left over change, \$17.63 from the \$100 used was donated to the food pantry.

Commented [AF1]:

Commented [AF2R1]:

Staff is sponsoring a family for the holidays, PTC will use clynk money toward helping the food pantry stock up to help our families in need with their boxes they fill up for the families. Brenda will take \$100 from clynk and go shopping with a list of what the food pantry needs. ~~Total cost was \$117.63. The total cost was \$100, the change was \$17.63 and it was donated to the food pantry.~~

External Hard Drive Purchase – Anastasia has requested the PTC purchase a 1TB or 2 TB external hard drive to transfer all the PTC files off of her personal computer onto the external hard drive for the PTC. As of June, she will be leaving the PTC and wants to make sure all files are left with the PTC for future use and records. Brenda make a motion to purchase a 1TB hard drive, Jere 2nd the motion. All were in favor.

Tax Exempt Status – Anastasia has reached out to David Ferguson, the attorney who helps us with our state filings at the end of the year. She will reach out again as she has not heard back from him. It looks like we will need a CPA to help us figure out how to handle the IRS with the filings that have not been done as we were not aware, we have had the tax-exempt status for the past few years. There was no paperwork's that we could find stating we were tax exempt.

Filing Cabinet – PTC should purchase a filing cabinet that should lock to hold all of our financial records and other files that we need to store. At least a vertical 4 cabinet to start with. Staples has them starting at about \$169. We were given a staples gift card by Mr. Willinski we will use that towards the cost of the filing cabinet. Mr. Willinski wasn't sure what the gift card value was, said it was maybe \$100-\$200, but he was not sure.

Financials – We need to think about the way we do financial by the end of the School Year. As of now the VP and Treasurer check the books together as the Treasurer and President are co-signers on the bank account. When Anastasia steps down in June Jere Gray will become President and will not longer be the VP, she can not as per the by-laws check the books with Brenda Wedgewood the treasurer. We will need to have a new VP check the books with the treasurer. This is to insure they books and financials with in the bank are accurate and the treasurer and president are managing the financials of the PTC according to all laws. We will need to document the change of positions for the bank to have them remove and sign powers over to the correct people when the time comes.

Maine Mariners Game – January 12th at 3pm. We picked Center Ice Seating; tickets are \$15 (\$2 profit for us) We did \$15 so we would not have to worry about making change. Tim Stinson and Anastasia Ferguson send out a Google Survey for a request of tickets requesting orders be back to on the form (electronically) by December 18 and money be to the school by January 3rd. We have to prepay for the tickets so we can guarantee the game seats.

Other Issues discussed -

Weebly sent us an email about ICANN Policy and our domain – it just states that we need to verify our information legally once in awhile for their policies. If nothing has changed with it, we can leave it alone.

Meeting adjourned at 4:15pm.