

HRES PTA BOD Meeting

August 27, 2020

Virtual Google Meet Meeting 6:30 PM

List of Executive Board Members/Committee Chairs:

Reashanda Miller, President
Henri Day, Secretary
Chrissy Borneo, Treasurer
Lynn Eady, Vice President of Volunteers
Jacqueline Vollmer-Viera, Vice President of Fundraising
Amy Holliday, Vice President of Programs
Dori Trisano, Advocacy Chair
Melody Lendl, Audit Chair
MaryAnne Pope, Nominating Chair
Joy Gorman, Principal
Jonathan Everett, Teacher Representative 3-5

In attendance: Reashanda Miller, Henri Day, Chrissy Borneo, Lynn Eady, Amy Holliday, Dori Trisano, Melody Lendl, Jonathan Everett

Absent: Jacqueline Viera, Joy Gorman, MaryAnne Pope

Welcome and Call to Order @ Statement of Quorum (President): 6:43 PM 6/11

- Please type your name in the chat box to check in for roll call (We will save the chat at the end of the meeting as we will be using it for ease of voting.) For items being voted on, you'll type Yes or No in the Chat box to cast votes after motions and seconds are made.
- Introductions: Name, role, kids, any other info to know about you.
- Thank you for serving this year!

Approval of June Meeting Minutes (attached and distributed electronically)

- **Motion to approve by: Chrissy**
- **Second by: Melody**
- **Approved or dissents or revisions approved via chat**

Approval of Budget for 2020-2021 school year

- **Interim budget to propose to membership approved by BOD via ballot vote**
- **Budget sent to general membership vote by ballot**
- **Budget is officially approved for 2020-2021 school year**
 - **52 Members: 50 voted yes for approval, 2 voted no by ballot vote (see attached excel spreadsheet for ballot tally/votes) uploaded to Drive**

“Memberhub 8.27.20”

- See attached budget for reference included with minutes

Approval to adopt NC State Bylaws for 2020-2021 school year

- motion to approve by: Lynn Eady
- Second by: Dori
- Vote cast in chat box
- approved/dissents/revisions:

Approval to adopt Standing Rules with these two added amendments:

- 1. Amendment to Exhibit H-1 (p. 32): The Audit Report is now submitted to NC PTA via MemberHub and no longer required for a copy to be mailed in.
- 2. Amendment to Exhibit H-2 regarding that our standing rules will Refer to section 8.2 of the NC Bylaws (p. 8). The audit committee shouldn't comprise of anyone with check signing authority, family member of person with check signing authority, incoming or outgoing treasurer. Executive members without Checking Signing Authority may serve on the audit committee.
- Motion to approve by:Melody
- Second by: Chrissy
- Vote cast in chat box
- approved/dissents/revisions approved

Principal & Teacher Reports

- Per Mr. Warren: Thank You for the Staff Shirts, donuts and lunch
- Holly Springs Food Bank
- Still need K-3 Teacher Rep

President's Report - Reashanda Miller-

- Please update your binders with the bylaws and standing rules
- Code of Ethics to be digitally signed, Secretary to include printed copies in official binder
- G Suite, Emails, Meet, Drive, Youtube
- Memberhub
- Canva
- Online Store
- Calendar
 - Scheduling recurring monthly meetings
 - Scheduling 3 general membership meetings

Treasurer's Report- Chrissy Borneo

- Checking Balance - \$28,476.30
- Savings Balance - \$5,761.85
- Financial Overview - See Aug Treasurer's Report for details on outstanding checks
 - \$6965.88 Checks Outstanding
 - \$605.00 Memberhub Payout Outstanding Deposit
- Checking Balance minus Outstanding: \$22,115.42
- Check Signer authorization reminder
- Audit Review - Melody Lendl
 - Mar-20 Change in Officer Review & 2019-2020 Annual Audit Review completed 8.24.20. Change in Officer Review not completed timely due to Covid-19 pandemic that occurred at that time.
 - Audit process established.
 - Monthly review of the Bank Statement
 - Quarterly detailed review of the Bank Statement, Bank Reconciliation, Treasurer Forms, Financials, Budget, Check Stubs & PTA Membership/ Payments
 - Annual Review of additional items (e.g., insurance policy, tax filing)
 - Summary of Exceptions/Recommendations (Reports saved in Audit Reports shared G Suite drive)
 - Two old outstanding checks (#'s 3456 & 3477).
 - Establish formal Treasury Report to be provided at each Board Meeting.
 - Ensure Treasury Forms for deposits/checks paid contain proper authorizations, have supporting documentation, and processed timely.
 - Ensure checks paid have 2 signatures.
 - Need 1 Audit Committee Member for the 2020-2021 year

VP of Programs Report - Amy Holliday

- Yearbook
- Girls on the Run
- STEM kits
- Reflections
- Fall Activity/Treat Bag handout

VP of Fundraising Report - Jacqueline Viera

- Paw Prints - Jodi Kandl is painting, She has report ran as of Yesterday
- Booster
 - We decided to move your program to Spring semester to give students, teachers & families time to adjust to this school year. Your new program dates will be

Wed Jan 27-Fri Feb 5. We will plan for a completely virtual program, and if we can add in-person elements at that time, we will!

- **DanceFit** [CLICK HERE](#) to watch the preview video of the event!
- **Shirts** - Your deadline for your Boosterthon shirts will be 5 weeks before your kickoff. However, we discussed that since they don't need to be used for lap-marking them this year, you can order and distribute them earlier if you would like! This could be a fun way to boost school spirit in the fall semester!
- We will touch base again in October to continue planning for your program
- Booster Sponsors:
 - Blue Water Pediatric Dentistry
 - Play it again sports
 - Fritz Ortho
 - Triangle Academy of Dance
 - Waiting on replies:
 - HS School of Dance
 - Manhattan Pizza
 - Signature Family Dentistry
 - Our moments in time
 - Sylvan
 - Integrity Counseling
 - Elite Spine
- If you know of a local business not listed that may be interested let Jacqueline know!
- No Frills - Lauren Rosetto
 - Amazon Smile Wish/Lists
 - https://smile.amazon.com/gp/ch/list/55-0842047/ref=smi_cl_ls_llol_lol

VP of Volunteers - Lynn Eady

- Book Fair
 - Waiting to hear
- HRC
 - 9 teachers so far out of 38
 - Will send a blurb for teachers to send to parents
 - Class Directory
 - School Directory for PTA not shared publicly
 - Need to communicate information
- Memberhub
 - All staff and teacher hubs are in
- Membership Drive - Set Goal for End of September
 - 52 currently
 - 100 people goal for end of sept.
- Scavenger hunt around HS

Old Business -

New Business Fall Festival Baskets

Adjournment @ 8:38 PM

Respectfully Submitted by: