

Bartram Trail PTO Meeting Minutes

Date and Time	10:30 AM November 17, 2015
Place	Guidance Office Conference Room
Attendance	Debora McCarty, Tanya Arnett, Elizabeth Loeser, Nery DiDeo, Chris Phelps, Genevieve Lambiase, Suzanna Palmer, Michelle Sapala, Lily Nay, Melissa Muley
Call To Order	10:33 Suzanna Palmer
Introductions	Genevieve Lambiase, new parent to BTHS
Principal Report	<p>Chris Phelps</p> <ul style="list-style-type: none"> <li>• Midterms: scheduled for the last week before Winter Break. Most are paper/pencil tests; some are computer-based tests</li> <li>• We have a request for assistance in funding water bottle fillers for several of the water fountains: 2 in the cafeteria, 1 in gym:</li> <li>• Cost: \$1000.00 per fountain; looking for funding to be shared by SAC and PTO</li> <li>• Mr. Phelps to check into plumbing and logistics before launching and get back to us</li> <li>• Motion to promote a “water fountain drive” via Pay Pal to raise funds to support donation: Debora McCarty</li> <li>• Second: Tanya Arnett</li> <li>• Motion approved</li> </ul>
Treasurer Report	<p>Tanya Arnett</p> <ul style="list-style-type: none"> <li>• Balance: \$16,000, approximate. No balance sheet available</li> <li>• Nothing paid out</li> <li>• \$300.00 check from Hero’s Café to be deposited</li> </ul>
Old Business	<p><b>Board Positions for 2016-2017:</b> Looking now to begin filling these positions. Included:</p> <ul style="list-style-type: none"> <li>• Open House Chair</li> <li>• Welcome Back Luncheon Chair</li> <li>• Executive Positions</li> </ul>
New Business	<p><b>Coffee with the Counselors:</b> has been requested by guidance that PTO provide pastries and coffee for these events and coordinate the pick-up and set-up of the events:</p> <ul style="list-style-type: none"> <li>• Tuesday, Dec. 1 10<sup>th</sup> grade</li> <li>• Thursday, Dec. 3 9<sup>th</sup> grade</li> <li>• Friday, Dec. 4 11<sup>th</sup> grade</li> <li>• Request needs to be made to Publix for the donation: Suzanna to handle this</li> <li>• <b>Discussion:</b> if PTO takes this on as an added responsibility, we will need to consider the logistics involved as an organization. It will require that we have a volunteer assigned to this position. Set up of coffee can occur the day before the event; someone will need to pick up pastries from Publix at 10 PM the night before. Nery suggested that PTO could take on the procurement of the donation from Publix as well as the coordination of pick-up and drop-off of pastries, but that the Guidance department should be responsible for the set-up of coffee and pastries for the event. We will definitely handle the details for this year. Genevieve</li> </ul>

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	<p>Lambiase and Melissa Muley volunteered to handle these dates this year.</p> <p><b>New business Partners:</b> Hero’s Café and Clelia’s Party Dresses</p> <p><b>By-Laws:</b> Debora McCarty has worked on revising the by-laws so that we can change our status with the IRS. She has made a number of changes, as documented in her attached email:</p> <ul style="list-style-type: none"> <li>• Changed the name of the organization from PTSO to PTO throughout document</li> <li>• Removed Article VII: Student Membership</li> <li>• Cleaned up verbiage that does not impact meaning</li> <li>• Added electronic voting option to allow greater participation in discussions</li> <li>• Removed “two signatures required for PTO checks and replaced with “Two signatures are required for checks above \$2000.00.”</li> <li>• Replaced “not less than three” for “not less than two” members for auditing.</li> <li>• Changed fiscal year to be due on Oct. 15</li> <li>• Removed exception for treasurer</li> <li>• <b>Discussion:</b> Electronic voting would be conducted through Survey Monkey so that results are electronically tallied; intent is to be used only on occasions when the vote is time-sensitive and a conventional meeting is too difficult to call. It is an option to be used judiciously, only IF NECESSARY.</li> <li>• <b>Discussion:</b> Fiscal year/Tax Dates: Oct. 15 coincides with the Band and Booster Club fiscal dates. It makes sense to align with these organizations to have consistency for the parents.</li> <li>• <b>Melissa Muley:</b> Observed that Parliamentarian/Corresponding secretary position is missing and needs to be added. This position is crucial to keep the number of positions at 5 for voting purposes.</li> <li>• <b>Treasurer:</b> Article VI Sec. 3d: Correction to be made: “Three signatures shall be kept on file at the bank consisting of three executive board members, one of which must be the treasurer.”</li> <li>• Changes that have been made are sufficient to proceed with IRS right now. Approval is needed and further changes can be made later.</li> <li>• Motion to approve changes: Lily Nay</li> <li>• Second: Suzanna Palmer</li> <li>• Motion approved</li> </ul>
<ul style="list-style-type: none"> <li>• Next Meeting</li> </ul>	<p>Tuesday, December 15 Location TBA</p>
<p>Adjournment</p>	<p>Adjourned 12:03 Suzanna Palmer</p>
<p>Submitted by</p>	<p>Elizabeth Loeser, PTO Recording Secretary</p>