

Meeting Minutes

Lake Travis Middle School PTO General Membership Meeting – September 13, 2016

Location: LTMS Cafe

1. Call to Order/Welcome

President Denise Hamilton called the meeting to order at 9:01 a.m. with a quorum present, the President being the chair and the Secretary Shannon Johnston taking minutes.

2. Assistant Principals' Reports

Jennifer Sanders announced that next Wednesday, Sept. 21st will be the kick-off for Rachel's Challenge (a new social awareness program LTMS is adopting). There will be an assembly in the morning for 6th grade, and then in the afternoon, there will be a combined 7th and 8th grade assembly. One-hundred (100) LTMS students will be chosen as a student ambassador group named Friends of Rachel Club. This will be a diverse group of kids (kids that are leaders, victims of bullying, and bullies themselves). A permission slip will go home this week to the parents of those asked to be in the group. The group will also take part in a training session. Additionally, there will be a community-wide kick-off next Wednesday evening for everyone because to build kindness and compassion in our schools is a community effort. Rachel's Challenge will be used in conjunction with OLWEUS (our current anti-bullying program).

Zach Freed announced March 10th will be our Day of Service. All kids will be sent out into the community to perform a service of some sort. He is still looking for partners and it would be great if we can start in the Bee Cave/Lakeway area. He is taking suggestions/ideas from anyone. Because there are a lot of moving parts to this endeavor (transportation, lunches, etc.) he will need parent volunteers as well.

Janet Pyne stated Principal Jodie Villemare cannot attend today because she is at a district meeting. She expanded on the Rachel's Challenge and Day of Service, saying that by putting them together she hopes for students to really be able to learn about giving back. It is one effort. She also announced student Go times might have changed, but all kids should have his/her permanent Go time as of this week.

3. Approval of Past General Membership Meeting Minutes (5/17/16)

Denise Hamilton requested a motion to approve the meeting minutes from the May 17, 2016 General Membership Meeting. Megan Brunson made the motion. Christina Seawright seconded the motion. **Motion carries.**

4. Officer & Standing Committee Reports

- **President - Denise Hamilton**

Ms. Hamilton began by introducing the Executive Board members in attendance. She also announced some changes to the LTMS Bylaws and Standing Rules that need to be approved by the general membership. It has been a few years since both have been updated, and they need refreshing to make them current.

Specific Bylaws changes:

Article VIII: Duties of Officers
Section 2

Added additional duties to the Vice President

- Act as Parliamentarian

Added clarification to the Treasurer position

- Added 'Along with the President' to item d.

Updated Article XI: Financial Policies

Section 2 – updated the paragraph to read:

Section 4 – added additional form of disbursement 'or electronic payment'

Section 6 – changed the timing for submitting Plan of Work
'end of April'

Ms. Hamilton requested a motion to approve the changes to the LTMS PTO Bylaws. Megan Brunson made the motion. Dina Holstien seconded the motion. **Motion carries.**

Specific Standing Rules changes:

SECTION 1: Financial Policies

Budget

- Revised the Budget section to be more clear and concise
- Modified Paragraph A to read:

All spending of the organization shall be in accordance to the budget as adopted by the membership. The budget shall consist of revenue and expense categories. Spending approval shall be given by the General Membership on the category level. Each category may consist of multiple line items. The board may approve changes in budget line items within a category as long as the total for the category does not change. General membership approval is required for changes in budget category revenues or expenses.

- **Removed Paragraph B as written:**

An expense line item called “discretionary expenses” may be included in the budget for the purpose of having flexibility to cover small un-budgeted expense requests from the school that may be presented to the PTO in between general membership meetings. This amount shall be no more than \$500 and no individual expense applied to this line item shall exceed \$100.

- **Added new Paragraph (shown as C):**

The PTO Board may authorize the treasurer to pay for expenses greater than the line item budget amount if the increase in expense is a direct result of an increase in revenue without approval from the PTO General Membership. For example, if an increase in directory production expenses and directory sales expenses are a direct result from the increase in the sales of the directory, the board may authorize payment for the expense without approval from the general membership.

- **Revised Paragraph E (expenses occurred prior to August) for Reserve Fund**

Disbursements

- **Added information related to the use of the PTO Credit Card (B, C, D, E)**
 - All requests for disbursements by credit card shall be made with an LTMS PTO credit card request form accompanied by appropriate documentation. Acceptable forms of documentation include:
 - an invoice to the LTMS PTO where the charge is remitted directly to the provider of goods or services.*
 - an invoice indicating “paid” or a receipt for payment in which case the charge is made payable to the designated payee.*
 - a “pro forma” invoice where the charge is remitted directly to the provider of goods or services prior to receipt of said goods or services**
 - Only the LTMS PTO President or Treasurer shall make credit card or cash withdrawals from the LTMS PTO bank account for the organization.*
 - Credit cards issued for the LTMS PTO account shall be issued only to the LTMS PTO President and Treasurer.*
 - The LTMS PTO President and Treasurer shall maintain custody of credit cards issued to them for the LTMS PTO bank account and shall destroy the cards when their term in office expires or if they resign or otherwise vacate the office prior to the expiration of the term.*

Bank Statements

- **Inserted ‘Bank Statements’ section under Section 1: Financial Policies to specify review process of bank statements**

All bank statements shall be reviewed, signed, and dated on a monthly basis by the officer appointed by the board to review and sign monthly bank statements

PayPal

- *Inserted 'PayPal' section under Section 1: Financial Policies to describe the use of PayPal within the LTMS PTO*
- A. *PayPal will be used by the LTMS PTO for accepting donations and business sponsor payments for the school.*
- B. *The primary email address on file with PayPal shall be the LTMS PTO officer email (laketravismspto@gmail.com). This email shall be accessible only by the PTO President, Vice President, Secretary, and Treasurer.*
- C. *Each transaction will be recorded by sending an email to the officer email. This account must be reconciled with the Treasurer monthly. In order to reconcile, the PTO President will provide a spreadsheet of transactions received/made via PayPal to the Treasurer for reconciliation.*
- D. *A reviewer, someone who does not have check signing authority, must be appointed to sign off on the monthly reconciliation of PayPal transactions. At the end of each month, the reviewer will sign off on the reconciliation of the Treasurer report with the transactions report provided by a check signer.*

SECTION 3: Minutes Approval Policy

- *Added this section to allow for approval process for meeting minutes, both executive member and general membership meetings.*
- A. *The minutes of the Executive Board and General Membership Meetings may be approved by committee. The secretary shall request officers and members in attendance to serve on the Minutes Approval Committee at each meeting.*
- B. *For executive board meetings, the committee shall consist of two executive board members other than the secretary.*
- C. *For general board meetings, the committee shall consist of one executive board member other than the secretary and two general members.*
- D. *The committee shall be created by the Executive Board as outlined in Article X, Section 1 of the Bylaws.*
- E. *The secretary shall submit the completed minutes to the committee for approval.*
- F. *After the committee has approved the minutes, the secretary shall post the approved minutes and notify the board that the approved minutes are posted.*
- G. *The minutes may be submitted, approved, and posted electronically.*

Ms. Hamilton requested a motion to approve the changes to the LTMS PTO Standing Rules. Charlene Reagan made the motion. Dina Holstien seconded the motion.

Motion carries.

Ms. Hamilton announced several changes/corrections to the budget.

2016-2017 Budget changes:

1. Grade level dollar amounts all raised
2. Expected sales from fundraising items raised

Ms. Hamilton requested a motion to approve the changes 2016-2017 Budget.

Raquel Knox made the motion. Shannon Johnston seconded the motion. **Motion carries.**

- **Fundraising - Christina Seawright**

Ms. Seawright thanked Denise Hamilton for all that she is doing as President. She explained that the No Hassle Fundraiser is the parents' way of donating to all PTO efforts. We pay for a lot, and need money to fund field trips, grade level activities, teacher training, teacher stipends, Staff Appreciation events, just to name a few. There will be four Chick-fil-a Spirit Nights this year - all on Mondays. She is looking for more restaurant ideas for additional Spirit Nights. Ms. Seawright also gave a reminder about Amazon Smile, Randall's, Target RedCard - all easy ways to raise money for LTMS.

- **Secretary - Shannon Johnston**

As Audit Committee Chair, Shannon Johnston presented findings from the audit done over the summer on the 2015-2016 LTMS PTO financials. The committee went over every 10th transaction and found no discrepancies.

- **Treasurer - Dina Holstien**

Ms. Holstien presented the current balance of the LTMS PTO. As of August 1st, the balance was \$20,073.23. As of August 31st, the balance is \$37,636.76. Money is still coming in for PTO and the No Hassle Fundraiser.

- **Membership - Shaeli Walton**

Ms. Walton was not in attendance, but Ms. Hamilton presented the current PTO membership levels.

5. Presentation on Schoology, TxConnect and new LT App

Denise Hamilton gave a presentation to help parents understand Schoology, TxConnect and the new LT app. The presentation will be added to the LTMS PTO website.

6. Other Business

Question regarding opening up the outdoor lunch area and adding more tables and a fence

Question regarding recycling efforts in the lunchroom

7. Adjourn

Denise Hamilton thanked everyone in attendance and the meeting was adjourned at 10:11 a.m.

In Attendance: *(Board members)* Denise Hamilton, Dina Holstien, Shannon Johnston, Megan Brunson, Raquel Knox, Carol Oliver, Elizabeth Devine, Raquel Knox, Jamy Bailey, Melissa Williamson, Zack Freed, Janet Pyne, Jennifer Sanders

Respectfully submitted on September 14, 2016

By Shannon Johnston, LTMS PTO Secretary