Hope PTO Special Meeting Agenda

December 15, 2020 via Zoom

In Attendance: Andy, Shyla, Cherryl, Tahneta, Adam, Suzanne, Micah, Jess, Jeannine, Erik, Tuija

Call to order @ 2:33

Old business:

PTA/PTO – Tahneta advised we are a PTO because insurance could be covered by district rather than purchasing on our own and so we did not have to incur an audit every two years. Essentially, to simplify and still meet our needs. Cherryl asked if we, as a PTO, can apply for a gaming permit. Tahneta advised she wasn’t sure even as a PTA if we could. Tahneta to look into this.

New business:

* September 22, 2020 meeting notes - motion to approve by Cherryl, Tahneta seconded. None opposed.
* October 20, 2020 meeting notes – motion to approve by Cherryl, Tahneta seconded. None opposed.
* December 8, 2020 meeting notes – not sure if we can ratify since we did not have a quorum. Notes will be posted on the website for informational purposes.
* Andy appointed Cherryl as Treasurer per Bylaws.
* Review and approve budget – motion to approve by Tahneta, seconded by Jeannine. None opposed. Discussion about fundraising opportunities – read-a-thon. Will discuss/plan further at January meeting.
* Review Bylaws with the following proposed amendments:
	+ President duties amendment– remove strike through statement. Official records are posted on Hope school webpage .

“Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, ~~and retain all official records of the PTO.”~~

* + Treasurer duties amendment – remove strikethrough statements and add statement in red. The district maintains financial records and therefore will require treasurer to coordinate with the Secretary.

“Serve as custodian of the PTO’s finances, collect revenue, ~~pay authorized expenses~~, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and ~~hold all financial records.”~~ coordinate with Hope school Secretary for financial records.

* + Section 3: REPORTING – “All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall (insert – coordinate with the Hope School Secretary to) reconcile the account(s) monthly and report all financial activity monthly. Independent review of financial records, if necessary, will occur per district policy.”

Motion to approve the proposed amendments by Cherryl, seconded by Andy. None opposed. Changes will be made to Bylaws for approval at January meeting.

Meeting adjourned @ 3:06