



## **PTA Membership Meeting Minutes for June 4, 2024**

Present: Brenda White, Gina Luscher, Michelle Hartley, Jennifer Goodhart, Yvonne Davis, Mee Yoke McGuire, Heather Blakely, Deb Payne, Jennifer Kuehn, Courtney Maggio, Erik Peterson

Meeting called to order at 6:02 p.m. by President Brenda White.

Reading and approval of May meeting minutes as written.

### Individual Reports:

**Presidents Report** (Brenda): Announced excitement for upcoming Larry O'Donnell Library dedication. She was busy helping with the flowerpot cleanup around campus with Alumni volunteers. Noted this is the last meeting we have for the year and there are a lot of things to wrap up in today's meeting.

**Treasure's Report** (Jennifer): We have everything in the correct line items for the auction now. Still a few money items including one from Mason Rutledge (Note: it was never mailed, so omit for this budget year). Sponsorship checks next year should be changed to come into the PTA mailbox to avoid confusion. There are 6 checks left that have not been cashed (resolved those amongst the group) and we are working to get those cashed immediately. Kelly has provided receipts for Principal's discretionary fund so a check was given to her. She will be able to write checks until the June 19<sup>th</sup>, then I am going to Italy. All checks need to be cashed by the end of June for this year's fiscal report.

**Principal's Report** (Kelly): Reported provided by Deb Payne as Kelly was not present. Field day is Friday; SBA testing went well last Friday; Staff are promoting summer reading, Yearbooks given to students Thursday; Senior finals are coming up.

### Committee Reports:

**Membership** – Randy not present but sent an email. Brenda mentioned that MemberPlanet contract will not be renewed. **Givebacks** is the new membership platform. This will require a whole new training. We need to be prepared to have the new board decide how to manage membership in the future. Membership this year was 150 people.

**Auction:** (Mee Yoke). Auction time frame discussed and April seems to be consistent and has proved to work well. Next year's proposed date is 4/19. An April date gives a little more time to organize and reconcile the event. The new chairs will get contract ready for new PTA President to sign. Mee Yoke to work with Dave and Judy in near future about contracting. The storage unit is renewed. Need to make sure enough tables and chairs are in the contract for next year as we had a shortage this year.

### **Executive Board Nominees:**

Yvonne Davis (Nominations Committee member) Yvonne moves to vote for the new Executive Board and Jennifer seconds the motion.

Before the vote, around the room introductions were made to all present (Brenda White, Gina Luscher, Michelle Hartley, Jennifer Goodhart, Yvonne, Mee Yoke McGuire, Heather Blakely, Deb Payne, Jennifer Kuehn, Courtney Maggio).

Jenny Kuehn (co-president), (self-nomination)

Andrea Wells-Edwards (co-president) (self-nomination via text)

(Michelle Hartley seconds the motion) Motion passes

Courtney Maggio (Vice President (self-nomination)

(Jennifer seconds the motion) Motion passes

Jennifer puts forward a motion for Alicia Cappola, and Courtney Maggio to be added as bank signers of the Everett High PTA 7.3.85 at Banner Bank. Jennifer Goodhart will stay on as a signer and Jocelyn Sievers-Bailey and Michelle Hartley will be removed from the signer card. Michelle Hartley seconds the motion. Motion passes.

### **Update on Tax Filing Ending June 30, 2022:**

PTA Member Erik Peterson: Helping file IRS 990EZ. We missed a year so filed late. With COVID, revenue was small so that was easy to file. July 21-22 we had to redo the easy form since more money was raised. Erik explained that we missed one year. It will be necessary to revise the process by which we file as to not make mistakes in the future. We did get a notice of penalty \$4,470.65. We have a plan and have written a letter of abatement/appeal. The 2021 taxes were filed on April 26, 2024. Jennifer read the letter out loud. The EHS PTA plans to send to the IRS for comments. Everyone was very thankful to Erik for his assistance. All agree to send the letter via certified mail tomorrow.

Action Steps: Revisions to our Bylaws. Mee Yoke suggests doing one financial review every 6 months to make it easier. By-laws will reflect/require the current treasurer shares the filing with the board once it is completed.

Michelle makes a motion to update the standing rules of the Everett High PTA, and Yvonne seconds the motion. Motion approved.

Erik was given a gift from PTA members (not using PTA funds) as a thank-you for his service.

A certificate was created for Milkhouse for appreciation. Brenda and Kelly to sign it and give it to Milkhouse.

Budget - Moneyminder will not change until we close the books. We should start next year with around \$29,000.

Membership Fees will increase \$1 for state fees. Membership section will stay the same.

Fundraising: Added \$200 to make it \$1,000 (was \$800)

Auction: Keep it the same

Administration: Changes

President's fund increased from \$150 to \$500

Money Minder fee rounded up to \$200

Leadership money same, and event supplies same

3 new line items:

1) Annual awards ordering a plaque to have engraved for historical winners

2) MoneyMinder funds for filing

3) Potential IRS Penalty

Campus beautification added \$500, including flowers for pots, dirt, and soil.

Athletic punch cards stay the same (for families that cannot afford)

Increase library to \$2,000

Fall/Spring staff grants increased to \$7,000

Hospitality increased to \$500 but suggestion to consider even more of a increase next fall.

Operation School Bell \$500

Seagull Day increased to \$500

Staff appreciation increased to \$2,000

Principals discretionary fund increased to 1,500

Field trip support increased to \$2,000

Michelle Hartley proposed we accept the budget, Alicia Cappola seconds. Motion passes.

Meeting adjourned at 7:08p.m.

Minutes submitted by Gina Luscher (Co-Secretary)