

PHES PTA BOARD OF DIRECTORS

MEETING AGENDA

May 21, 6:00pm

- I. Call to Order/Welcome
- II. Approval of Minutes
- III. Officer Reports
 - A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - E. Principal
- IV. Committee Reports
 - A. Communications
 - B. Diversity, Equity, & Inclusion
 - C. Events
 - D. Fundraising
 - E. Volunteer & Member Recruitment
 - F. Staff Appreciation
- V. Old Business
 - A. Ratify Electronic Vote: 2024/2025 Budget
 - B. Vote on Committee Plan of Work
 - C. Calendar Changes- Shared "Living Document", take a look!
- VI. New Business
 - A. Committee Chair Orientation
 - B. Parliamentary Vote
- VII. Topics of Discussion
 - A. 2024/2025 Budget
- VIII. Adjournment

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COMMITTEE CHAIR ORIENTATION

- I. Logistics- Rachel
 - A. CC PHES PTA on email correspondence:
 - i. Principal
 - ii. Custodians/Cafeteria/front office
 - iii. Committee Meeting Correspondence
 - iv. Other examples (use discretion on when to cc)
 - 1. Not vendors
 - 2. Middle school
 - 3. Central Office
 - b. You can use the PHES PTA Email or your own email for PTA correspondence
 - c. Check the PHES PTA Email weekly and respond as needed to the emails
 - i. Secretary maintains the calendar– any dates to add or change, email Tricia so she can see to it!
 - d. We are going to utilize the PHES PTA Google Drive more than dropbox moving forward–will begin to migrate things there
 - e. Flyers/Newsletters (anything that goes out to parents) need MM approval
 - f. Front office likes all correspondence to come from one individual so Rachel/Kristen should be those contacts
- II. Finances
 - a. Budget Responsibilities- Kristen
 - i. Stewards of the money that belongs to general membership
 - ii. Organization for the students, faculty & staff, school, and community
 - iii. Budget authorizes the Board to spend the money
 - iv. Plan of Work authorizes the Committee to spend the money
 - 1. You decide how funds are spent
 - v. Track funds through the year using monthly Treasurer's reports or your own spreadsheet
 - b. Treasurer 101- Christy
 - i. Payments:
 - 1. If you need something to be paid I am happy to; please email me with specifics by answering the following or if applicable completing the Expense Voucher Form:
 - a. Who am I paying? (contact name and information is helpful!)
 - b. Amount?

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- c. What account payment is coming from?
 - d. How is the payment to be received (check or credit card?)
 - e. When is the payment due?
 - f. Expense Voucher form for any checks going out except Money Bag requests: See location on DropBox: PHES PTA\Finances\Forms\Expense Voucher
 - g. Please make sure to return a receipt after payment!
- ii. Reimbursements- Christy
- 1. If you spend your own money that will be reimbursed by the PTA, to use the following steps:
 - a. Ensure the purchase does not exceed the budget for the event/account before the purchase is made.
 - b. Make your purchases using our Tax Exempt Form. See location on DropBox: PHES PTA\Finances\Forms\Tax Exempt Form PDF
 - c. The PTA should not pay for sales tax.
 - d. Complete the Request for Reimbursement. See location on DropBox: PHES PTA\Finances\Forms\Request for Reimbursement PDF.
 - e. Please attach all receipts!
 - f. Submit the Request for Reimbursement Form and all receipts to me via email, if possible. If not possible, you can leave in the front office and let me know to pick up.
 - g. Either Rachel, Kristen, or myself will notify you when your signed reimbursement check is ready for you to pick up from the front office. OR you can make arrangements with me, and I can get your signed reimbursement check to you.
 - iii. As always, I'm here to help support you. I am open to suggestions on what works for us as a group. If what I've presented above doesn't work or you could see a way we can do it better, please let me know.
- III. Committee Meetings - Kristen
- a. Format options
 - i. In-person
 - ii. Zoom
 - iii. Call
 - iv. Email
- IV. What questions do you have?