

## PHES PTA Executive Board Meeting Minutes

Date: 7/26/2024

Attendees: Rachel McCaston, Kristen Parks, Sarah Lewis, Denise Zocco, Tricia Morris, Jenn Aksins, Stacy Fernandez, Rebecca Matthews, Christy Stokes, Lauren Smith

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
<p>Call to Order &amp; Welcome Approval of Minutes</p>	<p>Meeting was called to order at 1:04 p.m. Rachel thanked everyone for helping while she has been out of commission in Michigan.</p>	
<p>President's Report</p>	<p>Rachel cannot be at the helm for the PTA this year. What do we do moving forward? Vice president will automatically assume the role of president upon Rachel's resignation. Kristin and Jen Askins will co-president the PTA. We are a 501c3, so we have to make sure we are above board. Bylaws and rules need to be followed in terms of us being in compliance. We have to create a new committee and appoint a new committee chair person (behind the scenes/on paper role)—known as administrative chair but would be a co-president. Then that would leave where we have to create and then appoint Jen that co-president/administrative chair for tax purposes. Tricia volunteered to be bumped up to Vice President, due to the fact that it would be easier to find someone to fill the secretary role. Lauren expressed interest in moving to the secretary role. We cannot appoint a President, but we can appoint every other position. Rachel is still interested in serving on the board in some capacity. Rachel will take events, Kristin will have DEI and Staff Appreciation, Jen would have communications and membership. All three will take fundraising.</p>	
<p>Motion</p>	<p>Rachel McCaston resigns as the position as PTA President effective immediately on July 26, 2024. Kristin moves to appoint an administrative committee as part of our committees. Tricia Seconds. No further discussion. All in favor. None opposed. Motion passes. Kristin moves to appoint Jen Askins as administrative committee chair. Christy Seconds. No further discussion. All in favor. None opposed. Motion passes. Kristin moves to appoint Tricia Morris as Vice President. Sarah Lewis seconds. No further discussion. All in favor. None opposed. Motion passes.</p>	

	Kristin moves to appoint Rachel McCaston as secretary. Sarah Lewi seconds. No further discussion. All in favor. None opposed. Motion passes.	
New Business	Jen proposes new board meeting date of August 13 (Tuesday).  Meeting adjourned at 1:37 p.m.	
Adjourn Mtg		