

RC Hinsdale PTA  
Board Meeting  
Google Meet Video Conference  
Wednesday, September 9<sup>th</sup>, 2020

Present: President Jackie Schlotterbeck, Vice President Membership Thelma Post, Vice President Communications Danielle Reinhart, Vice President Programs & Grants Beth Wise, Vice President Volunteers Sara Knapke, Secretary Stacey Cammack, Treasurer Katie Panaro, Dr. Angela Castleman, Brittany Foster – Spirit Wear, Beth King – Teacher Representative (Primary), Jenny Bunnell – Staff Appreciation Co-Chair, Elizabeth Chiang – Room Parents Chair

Meeting called to order by Jackie Schlotterbeck at 9:01pm.

A quorum was established.

Review By-Laws, Standing Rules and Org Chart

Jackie Schlotterbeck presented By-Laws, Standing Rules & Org Chart. The By-Laws were renewed this summer. By-Laws must be brought to membership to vote on. The Org Chart includes officers and board members. The document includes the job descriptions and associated duties. We consolidated some of the previous year's positions to reduce the number of board members (to assist in reducing the quorum required to facilitate meetings).

MemberHub Overview

Jackie presented an overview regarding the MemberHub platform. Our bank account is now linked to MemberHub so we can admit people into membership. We have started receiving member signups. When participants sign up in MemberHub there is a small fee added to the membership charge. We are non-profit so the fee is \$.50 plus 3.5%. MemberHub collects the payments and will batch income to us weekly. The account balance will transfer automatically to our bank account. This will save us money on fees that we have been incurring on our BB&T account. Also, the MemberHub system enables us to run a report showing the breakdown of what the weekly transfer income is from.

Budget

The preliminary budget for the 2020-2021 school year was presented by Katie Panaro and open for questions. Jenny Bunnell questioned why there is a \$900 budget for fifth grade tee shirts. In past years we have not paid for those shirts. Jackie informed us that we now show the incoming money on the budget side and the cost going out to the vendor as an expense. We also have the spirit wear documented in the same way. Jenny also suggested that if we have extra funds available at year-end, she recommends that we cover the expense of the fifth grade tee shirts.

We also have added a "Start-Up Funds for Next Year" line item. The amount is \$6000. This was added to the budget so that we will have funds available for use if need be before the budget is approved for next year. The budgets are generally approved at the end of summer/beginning of school year.

Beth King informed us that when in-person learning resumes the students will not be able to share manipulatives. The classrooms do not have enough manipulatives to share (K/1/2 in particular). Much of their learning is facilitated through the hands-on experience. Beth inquired as to whether we have a budget in place to assist teachers in purchasing additional manipulatives. Jackie said that this could possibly fall under "Curriculum Enhancements". After further discussion we discussed increasing the "Curriculum Enhancement" budget from \$2500 to \$3000.

Liz Chiang requested a brief overview of the budget. Katie provided numbers from prior year and current year.

The attendees also discussed reducing the "Family Event" budget from \$10,000 to \$8000.

Beth King made a motion to take this revised budget to general membership. Beth Wise seconded. The motion passed unanimously.

#### Approve Plans of Work

A Plan of Work must be submitted to receive approval. The Plan of Work is a draft of ideas. If you need a reimbursement at any point please submit a reimbursement form to Katie. Also, please submit your approved plans to Danielle so that she can post communication about the events (and we can also post to MemberHub). Thelma made a motion to approve the plans of work presented. Danielle seconded. The motion passed unanimously.

#### Calendar

The next general membership meeting will be Tuesday, September 22<sup>nd</sup>.

Sara informed us that the Chipotle fundraiser night is Tuesday, September 15<sup>th</sup>.

Liz Chiang made a motion to adjourn. Beth Wise seconded and the motion carries. The meeting adjourned at 10:03pm.