

**Stenwood PTA
Board Meeting Minutes
April 3, 2020 at 3:15 pm**

The following members were present on the Video Conference Call: Deanna Heier, Reshma Kari, Nicole Churchill, Danielle Gibbens, Anjali Gupta, Erica Riley and Meredith Mitchell. (Absent: Lisa Mak)

Welcome

Deanna Heier called the meeting to order at 3:19 pm.

Adopt Meeting Agenda

Deanna Heier amended the meeting agenda to add a brief check in on 2019-2020 programs with impacts before April 21st.

Deanna made a motion to adopt the April meeting agenda as amended. Reshma seconded. The agenda was adopted.

Discuss Virtual Meeting and Voting Format Options

Deanna provided the following background to the Board: PTA bylaws require *in-person* General membership meetings and votes. Due to bans on in-person gatherings, the Virginia PTA has approved mechanisms for PTA business to continue virtually, electronically or by mail. Deanna attended a webinar hosted by Virginia PTA on this topic on 4/1/20 to understand implications for Stenwood PTA.

The Virginia PTA advised PTA Executive Boards to adopt virtual meeting and voting standards in order to be able to conduct any remaining PTA business required by the unit's bylaws. Our PTA has already met our required number of PTA meetings for the year (5 were held in Sept, Oct, Nov, Feb, Mar). As such, we will only hold General membership meetings for the remainder of this term for matters requiring a Membership vote, including passage of our draft budget for the 2020-2021 school year.

Deanna presented a draft document, "Virtual Meeting and Voting Standards for Stenwood Elementary PTA", based on guidelines from the Virginia PTA. The Board discussed this document and made changes based on this discussion. A draft is included at the end of this document.

Highlights of issues discussed:

- Virtual meetings will be conducted via our free GoToMeeting account provided by FCCPTA (service is free until June 14th). Meeting will require a password.
- The Board decided that since the April and May virtual meetings are being held with the sole purpose to review and vote on the draft budget that only current members of the PTA will be sent the meeting login details. This will also aid the vote eligibility/verification process.
 - The meeting will be promoted in Wednesday mail encouraging Stenwood families and staff to become members if they would like to vote on the budget. Non-members can contact the PTA President for meeting details if they would like to attend. They will not be allowed to vote.
- Meetings will not be recorded, but the chat window text may be saved to allow for post-meeting follow up and to record/verify votes.
- Voting Format
 - Routine matters will be voted on by voice vote. If the voice vote is not obviously concluded, members will vote via the GoToMeeting chat window.
 - Board voice vote will be by show of hands on video (Board meetings).
 - Participants will vote on Budget via the GoToMeeting chat window (majority rules).
 - Participants must attend the meeting online in order to vote (ie, you cannot vote if you are only calling in by phone).
 - Vote Counter/Member verifier role will need to cross reference meeting participant votes with PTA membership roster to confirm eligibility. This will only be done during the call if the vote is not an obvious majority.
 - Vote Record: should state Name, email, vote (Yay/Nay/Abstain)

Deanna will distribute an updated version of the “Virtual Meeting and Voting Standards for Stenwood Elementary PTA” based on the Board discussion for review and electronic vote. The final draft will be posted to the PTA website. Also on the PTA website are the Stenwood PTA Standing Rules which also still apply to our general meeting conduct and duties.

- Motion: To ratify the Board’s electronic approval on 3/30/20 to hold all remaining official Board meetings for the 2019-2020 fiscal year virtually with any electronic votes conducted during that meeting to be accepted as ratified.
 - Deanna moved to ratify. Reshma seconded. Motion passed unanimously.
- Motion: To hold the April 21st and May 12th General Membership PTA meetings virtually using a web conference platform.

- Deanna amended the Motion: to hold an April 21st Budget Presentation meeting and May 12th PTA Budget vote meeting virtually using a web conference platform
- Deanna made a motion. Anjali seconded. Motion passed unanimously.
- Motion: To conduct General Membership votes during virtual meetings, if for routine matters (ie, adopt agenda, approve minutes) by voice vote, and if for budget matters by web conference chat window, ensuring the following bylaws requirements are met: 1) Quorum of 10 members must be present, 2) Only votes from verified PTA members are counted, 3) Draft budget approval will require majority affirmative vote.
 - Deanna made a motion. Reshma seconded. Motion passed unanimously.

We will work out over email the timing of our next Board meeting for the week of April 20th.

Discuss Cancellation of Programs with Possible Revenues

- Motion: To ratify decision to refund Running with the Stars PTA donation
 - 15% of the RWTS registration fee was to come to the PTA, we have given RWTS permission to refund this to the parents due to the cancellation of the afterschool training sessions.
 - Deanna moved to ratify. Danielle seconded. Motion passed unanimously.
- Motion: to ratify decision to cancel 5K/Fun Run and refund sponsorships.
 - Costs:
 - Danielle confirmed there have been no expenses incurred
 - Sponsorships will still be accepted as donations, but the PTA is not actively pursuing
 - The PTA had already deposited 2 checks. One sponsor has accepted the refund offer. The second sponsor (International School of Language) has offered theirs as a donation.
 - The School is not receiving mail anymore, so we don't know if any potential sponsors have already sent checks but any received will be offered a refund.
 - Deanna moved to ratify. Anjali seconded. Motion passed unanimously.
- Motion: To ratify decision to cancel Flip Flop Hop event.
 - DJ has been cancelled. Forfeit \$50 deposit
 - Deanna moved to ratify. Erica seconded. Motion passed unanimously.

Additional Cancellations at This Time:

- Enrichment afterschool classes cancelled (Except Spanish, Mandarin classes continuing online and RWTS coach, Melissa Ni, is still sending weekly emails encouraging self-training)
- Parent Workshop-CPR Training (postponed to Fall)
- Step Afrika assembly (postponed to Fall)
- Bike to School Day/police escort cancelled
- Additional Dine Outs – Board decided not to pursue any additional dine outs this school year
- The 6th grade party has not been officially cancelled yet – We will be keeping the option for a celebration for our 6th graders open whether it be held in June or later. The Board has proposed adding a line item to the 2020/2021 budget for a “6th Grade Reunion Party for Class of 2020” with the fully allocated amount of \$3,050 being reserved and carried over from this year’s budget.

Updates on 2019-2020 Budget and Programs

Reshma and Deanna will do a formal March reconciliation next week. Based on our general, conservative estimates, we are anticipating that we will have a net income of about \$12,000 for the current fiscal year. A portion of these funds will be reserved for programs that will be postponed to next year. The remainder will be added to PTA savings/reserves. Due to anticipated financial uncertainty in the next school year, the Board will further discuss appropriate use of PTA reserves after conclusion of the Help the Hive fundraiser.

Mrs. Riley agreed it would be safest to roll this money over to next year. It is unclear if the school will be allowed to spend its current budget or if money will be taken out. So as much as we can save for future use makes sense now.

Deanna assured Mrs. Riley that the PTA remains committed to providing school and student support and asked her to let the Board know if there are any ways the PTA can help support the school or Stenwood families and teachers during this time.

The Board is planning a more detailed discussion of PTA programs status and expenses for the next April Board meeting.

Specific programs discussed at this meeting:

- Funds raised from Square 1 Art fundraiser will be reserved for the Art Department to use next year.
- Principal-directed Staff Appreciation will not need to carry over.
- Assemblies – Will not carry over, we will still only do 3 PTA-sponsored assemblies in 2020-2021.

- Supernova Science Labs – Six classes did not happen this school year. Proposed to roll over the \$2500 unused in the current school year to use in next year’s budget. We will provide the K-5 grades that missed the classes this year with additional sessions next year.
- Volunteer awards (Volunteer of the Year and 6th grade parent award) will be acknowledged virtually this year. We will put out a call for a Chair/committee in Wednesday mail. Nominations will be accepted by email and awardees will be announced by email.

Review/Approve Proposed Draft Budget for 2020-2021

The Board reviewed the proposed draft budget (attached). Highlights include:

- \$5,550 of the 2019-2020 reserve funds will be used for:
 - Science Labs that were not completed (\$2,500 estimate)
 - 6th grade graduation/reunion if postponed (\$3,050)
- Fundraising
 - Given the uncertainty of the community’s financial situation in the Fall, fundraising income projections were kept similar/slightly lower than last year. Reserve funds may be used if fundraising goals are not met.
- New or Changes to current programs
 - Most adjustments were based on review of actual expenses and/or reassignments for accounting purposes
 - **Family Service Event.** Based on parent survey feedback, the Board is proposing this as a new event next year and has included a \$250 line item for possible monetary donations for the event and \$500 in anticipated expenses for supplies.
 - **6th Grade Graduation Party** allocation will cover costs for DJ, Room/Custodial fees, Food/Dinner, Decorations/Supplies, Activities/Graduate gift (Principal/President approved); Class gift to school will be raised by the students/families in the 6th grade classes and not funded by the PTA.
- We have removed receipts/fees to SchoolPay as we will be switching over to PayPal next year and fees will not be managed through the PTA

Deanna made a motion to approve the draft 2020-2021 PTA budget as presented during the Board meeting. Danielle seconded. The draft budget was adopted. Next steps:

- Draft budget posted online by 4/12 (30 days before vote)
- Draft budget presented at the 4/21 PTA General Membership mtg
- Draft budget voted on at the 5/12 PTA General Membership mtg

Meeting Adjournment

Deanna Heier adjourned the meeting at 4:29 pm.

Attachment:

Virtual Meeting and Voting Standards for Stenwood Elementary PTA - DRAFT

- Official PTA business meetings will be held using the Stenwood PTA GoToMeeting account (currently offered as free)
- Board member participation
 - Board members are generally asked to have your video on, be camera ready, present, and available to answer questions
 - Roles:
 - Facilitator (Deanna)
 - Note taker (Nicole)
 - Chat monitor (volunteer needed)
 - Member verifier/Vote counter (volunteer needed)
- Meeting set up and entry
 - Meetings will require a password to enter
 - Only the Presenter(s) will have permission to share their screen
 - Meeting information will be shared by email with PTA members only
 - We will utilize Wednesday mail to promote the meeting and how to become a member. We will also offer for people to reach out if they would still like to participate as a non-member.
 - Agenda, mtg standards, any documents we will show at the meeting (budget doc) should be sent in advance
 - Participants should be advised to log on early and make sure they can access the room; tech support will not be provided, we will start as soon as we have quorum (10 verified members).
 - Member verifier/Vote counter will need to cross reference meeting participant names with our membership roster to confirm quorum has been met.
- Recording/Documentation
 - Meetings will not be video/audio recorded
 - Chat window messages may be saved to record official votes.
 - Both meetings will have written minutes that will be publicly available.
- Member participation
 - Everyone, but the Board, will be muted at the start of the meeting
 - Members may ask to speak via the chat window. Chat monitor will notify Facilitator and recognize/un-mute the person when it is their turn to speak. Speakers should be acknowledged in order of request to speak in chat window.

- Members can ask questions via chat window. Chat monitor will ask questions submitted in chat window at appropriate times during the meeting
- Voting format
 - Routine matters will be voted on by voice vote, if the voice vote is not obviously concluded, members will vote via the GoToMeeting chat window
 - Board voice vote will be by show of hands on video
 - Participants will vote on Budget via the GoToMeeting chat window (majority rules)
 - Participants must attend the meeting online in order to vote (ie, you cannot vote if you are only calling in)
 - Members should submit their vote as follows: Name, email, vote (Yay/Nay/Abstain)
 - Vote Counter/Member verifier role will need to cross reference meeting participant votes with our membership roster to confirm eligibility. We will only do this during the call if the vote is not an obvious majority.

The 2019 Standing Rules on Meeting Conduct adopted on 8/6/2019 by the Stenwood Elementary School PTA Executive Board will also apply to virtual meetings.

Adopted on XX/XX/XXX by the Stenwood Elementary School PTA Executive Board.