

**Madera High School PTA
Executive Board Meeting
August 12, 2020- 5:15pm**

Agenda

1. **Call to order: 5:25pm; members present:** Rav Baines (president), Tracy Ylarregui (treasurer), Andrea Burton (secretary) Chris McCann (former president), Marilene Turini (historian chair), Jill Rollins (vice president), Jander Duque (parent liason)
2. **Welcome:** review agenda
3. **Additions to agenda:** fundraising
4. **New business:** Todd Lile sent a letter to thank us for our scholarship
 - a. **Binder/Duties Transfer:** Andrea has binder from Theresa; Rav will get other binders where they need to be; Rav handed out PTA officer job descriptions
 - b. **Year End Reports**
 - i. **Audit:** Shawn Griffin will continue to do this
 - ii. **Historian:** Marilene gave report form to Andrea/ filed in secretary binder with minutes; Marilene needs pictures of Mia Burton (PTA school rep)
 - c. **By-law Review:** update 2021
 - d. **Proposed Budget:** We have about \$4700; We are proposing about \$2,900 in expenses. We will eliminate staff/volunteer/ membership appreciation activities ; Keep scholarship night (\$100), scholarships (\$2500), PTA insurance/dues (\$310); Tracy will bring proposed budget document to next meeting.
 - e. **Bank Card signature:** Rav will send Andrea MHS letterhead; Andrea will type letter; Andrea will call to see if we need to be at bank at the same time to sign signature card and email members
 - f. **General Membership Meetings:** zoom meetings will be held through December 2020 on the second Tuesday of each month at 6pm (except for September due to Labor Day). For the Fall semester meetings will be held on: September 15th, October 13th, and November 10th. During November Executive Meeting Spring meeting schedule and venue/platform will be determined.
 - i. **Membership Dues Options:** \$5 membership fee to join parent club. Rav proposed using Totem for membership payment. Totem will charge a \$1 fee online/electronic, or parents can mail in a check payable to Madera High School PTA. Check can be mailed to: Madera High School, Attention: PTA, 200 South L Street, Madera, CA 93637
5. **Fundraising:** Ideas to consider: Go Fund Me page, Facebook causes, Panda Express night, Chipotle night, Carl's Jr. night, Online Silent Auction; need to recruit a fundraising chairperson; Student Representative/ Mia Burton will sit on fundraising committee

Next Executive Board Meeting: 5:15pm Tuesday, September 15th via Zoom. Rav will send link.