

General Meeting Minutes

Monday January 9, 2023 6:30 pm Location: Shepardson Media Center

Meeting called to order: 6:36 pm

In attendance: Wayne Thornes, Travis Hitt, April Price, Nicole “loves PTO” Booker, Kelli Wallace, Corinne Disterhoft, Marisa Williams, Heidi Habbinga, David Worford, Katie Brayden, Becky Woodcox

Welcome

Minutes - December General Meeting minutes were presented, Nicole Booker motioned to approve the January General Meeting minutes, Heidi Habbinga seconded the motion, the motion was put to a vote, the motion was approved.

Officers' Reports

President's Report— Travis Hitt for Britt MacTavish (not present)

- ★ Trivia Night! – Nicole Booker
 - Question regarding an email Nicole received that offered trips from someone on consignment – hunting trips in Brazil – looking to verify the company anyone knows and/or if it's a parent. Consensus is no, it is spam.
 - Food has not been confirmed, but will be heavy appetizers
 - Send additional sponsors and donors to Nicole
- ★ Classified Brunch is Feb 15th, Britt MacTavish will send a sign up
- ★ New Family night schedule for this semester to support local businesses - Kelli Wallace
 - Dickey's on 1/25
 - Waiting to hear from Snack Attack for dates
 - March 22 – Modern Market - tentative
 - April 19 – Conscuela's Express - tentative
 - May 17 – Warwarchy (Indian) – tentative
 - Eileen's and Torchy's are additional options
- ★ Urban Air Family Night - Heidi Habbinga
 - January 11th – 4-8 pm

Principal's Report - Wayne Thornes

- ★ Really successful first semester and great year so far
- ★ Huge Thank You to the community for the Winter Celebrations
 - Caroling Night was great
 - The school received phone calls of Thank You from community members
- ★ All School Sing Along was joyful
 - Mrs. Beese taught songs and all classes sang together
- ★ Report cards are available on 1/13 on ParentVue

Treasurer's Report - Kelli Wallace

- ★ Status of taxes and audit
 - Taxes have been submitted, waiting for IRS confirmation
 - 2 reviews and Marissa for the audit completed
 - Teacher/Classroom Fund is being used by the staff

Staff Report - Becky Woodcox

- ★ There are student teachers in 1st-3rd grades
- ★ Launching the Science Fair this month – It will take place on March 6th
 - Students need to submit proposals online by January 20th
 - Participation in grades K-4 is optional
 - Participation in grade 5 is required
 - Becky Woodcox will send out a sign-up for judges and other help needed – runners, snacks, scoring, awards
 - Additional information will be available on the Shepardson website
- ★ Science Specials are starting again and moving around
- ★ Fall PBL was super successful - tried some different things
 - Planning has begun for Spring PBLs
- ★ Star Squad met for second semester group
 - Planning the loose change collection fundraiser
 - Students are researching beneficiaries for the coin drive – due January 20
 - Boys and Girls Club
 - Little Willows - foster care clothing kits
 - Baby Foundation – help for parents in middle class with NICU bills

- Realities for Children – Shepardson parent named Carroll is a contact

Committee Highlights

- ★ Family Nights - new schedule of restaurants
 - See notes in President's Report
- ★ Trivia Night - See notes in President's Report

New/Old Business

- ★ Request for bylaw change proposals, to be voted on at the February 13th, 2023 PTO general meeting
 - Review changes from Kelli Wallace - see attachment at the end of the minutes
- ★ Planning ahead for key roles on PTO to change over next year, now is the time to recruit!
 - Recruiting ideas
 - Include the link for PTO website in the Friday email
 - Add something to the Friday folders
 - Advertise at Trivia Night – table topper information, present the PTO, sign-up sheet, QR code to form
- ★ Winter Bike to Work station, Feb 10th – Wayne Thornes
 - The school was approached by the City of Fort Collins and asked if the school would like to host a station
 - Local station or public station?
 - The funds for a station could be added into the budget for next year
 - How much money would we need – Kelli will contact/research City of FC
 - May PSD walk/bike to school day is the school district's similar event

Meeting Adjourned at 7:33 pm



Proposed update to Bylaws:

- **Article VIII Finances > Section 2. Banking.** Add the following:
 - a. Digital Wallets: All authorized check signers shall have access to Shepardson Elementary PTO digital wallets, such as Venmo and Paypal.

- **Article VIII > Section 7. Money Handling Policies.** Add the following:
 - k. The treasurer shall transfer funds from Shepardson Elementary PTO digital wallets into the bank account immediately following major fundraisers and events, or intermittently as needed. The Treasurer shall document each transfer with a detailed transaction report from the respective digital wallet system.

 - l. All copies of checks made for PTO record keeping purposes shall have the bank account routing number and account number redacted.

Proposed updates to Standing Rules: Add a NEW #9, shift remaining numbers.

- **9. Digital Wallet Policy**
 - a. Paypal: The current Treasurer's name shall serve as the Contact Name on the PayPal account. The email address, phone number, and mailing address shall remain as: ShepardsonPTO@gmail.com | (970) 488-4525 | 1501 Springwood Drive, Fort Collins, CO 80525.

 - b. Venmo: The current Treasurer's cell phone number shall be attached to the Venmo account. The email address shall remain: ShepardsonPTO@gmail.com

Additional Notes:

- Current Bylaws - under Article XIV Revision History, an entry needs to be added for December 2021 with respective description.
- *Standing Rules relate to the details of the administration of the organization.*
- *Bylaws contain the basic rules of the organization. They supersede all other rules except the corporate charter if there is one. They are adopted to supplement and interpret the bylaws.*

The Shepardson PTO mission is to promote the welfare of the students in the home, school, and community and to help build a close relationship between the student, parents and school staff/faculty.