



Participants: Trina Cone, Shelly Cole, Jamie Curtis, Katie Davis, Kris Humphries, Claire Marston, Donna McNairy, Laura Murdock, Tracie Northan, Denise Pineno, Melissa Self, Kathy Shields

Welcome (Denise Pineno/Melissa Self)

- Denise and Melissa welcomed Claire Marston and Kris Humphries to the meeting as 2021-22 incoming board members.
- Denise and Melissa thanked both past and present board members for their involvement and contributions.

Approval of Minutes (Melissa Self)

- Melissa presented the April 16 Executive Board Meeting and the May 7 General Membership Meeting minutes for approval. She reminded those present that since the new board does not officially assume their responsibilities until July 1, only the current board is able to vote to approve the minutes. She then made the motion to vote, which was seconded by Trina Cole. Denise facilitated the vote and the board approved both sets of minutes unanimously.

Financial Report (Donna McNairy)

- Donna reviewed the process that the finance committee has used this year to conduct the monthly audit of the finances; the biggest change is that the reviews have been conducted online rather than at in person meetings. This change has resulted in greater efficiency and Donna recommended that the new board consider adopting this process as standard operating procedure.
- Donna provided clarity around a unique accounting situation she has uncovered: in anticipation of a capital campaign, the Bulldog Club opened a new bank account prior to the 2020-21 school year. This account was opened under the PTO name and currently contains \$6000. In reviewing the financial records from last year, Donna realized that this money was not included in our reporting nor was it included in our tax return for last year. She has filed an amended tax return and anticipates that we will incur a fee as a result. She recommended that the incoming PTO Presidents work with the Bulldog Club and Mr. Folk to transition the accountability of this account to the Bulldog Club.



- Donna reported that there was little expense activity in the month of April. The majority of expenses will occur in support of the grade level End of Year activities. She reminded the board that in the mid year forecast, additional money that had not been spent earlier in the year was reallocated to these activities.
- Our AG Fund currently stands at approximately \$73,000, with approximately \$2000 in outstanding corporate matches still pending.
- Our bank account currently stands at \$122,000 and Donna anticipates that we will break even at the end of this fiscal year.
- Jamie asked about using Venmo to pay for the expense of painting the school rock. Donna advised her to pay for the expense personally and to file for reimbursement. Shelly suggested that the board investigate leveraging Zelle for these types of transactions in the future.
- Donna reminded the board to submit all reimbursement requests by June 15. Melissa will follow up with Meredith Sorrell and Natasha Scrivener to make sure they know of this deadline for the staff party expenses.

Principal Update (Denise Pineno on behalf of Mr. Folk)

- Denise reported on the plans for the Staff Appreciation party, which will be held June 2 at Norfolk Hall. Meredith Sorrell and Natasha Scrivener are the chairs working on this event with Mr. Folk. Currently, the expected headcount is 140 teachers and their guests. Mr. Folk has contributed \$400 toward the expenses. Denise and Melissa reviewed the budget and determined that we could glean \$4500 from the current surplus in the Principal Discretionary, Staff Appreciation, Capital Improvements, Board Discretionary, and Staff Recognition line items of the budget. Other portions of the expenses, including decorations, DJ and dessert, will be donated by parents.
- Denise reminded the group that the deadline to order yearbooks is today, May 21. Yearbooks will be delivered to the school in July and Mr. Folk will contact families regarding the pickup process.
- Students are reminded to turn in Chromebooks and chargers next Wednesday.

Upcoming Dates

- No planned events or meetings at this time.