**JLCP PTSA General Membership Meeting Minutes**

**~~August 29, 2023~~ Rescheduled to September 12 due to hurricane**

**5:30 pm**

**JLCP Campus Auditorium, prior to Open House**

**Attendees:** Caroline Ritchie, Jessica Hurst, Hannah Windsor, Ilana Logvinov, Gene Logvinov, Christina Groger, Tiffany Hill, Keilys Jimenez, Robert Menotte, Stephanie Menotte, Allison Sullivan, Phara Trivedi, Nicole Collum, Tathagat Narula, Cecile Wallace, Tracey Hixson, Erin Burnett, Robe Burnett, Elleanor Swartz, Sherry Martin, Silvana Lagos, Corey Reid, Lakshmi Gopal, Ned Clark, Ainsworth Callaghan, Nakiesha Smith, Jennifer Perez, Billie Alston, Marcel Dulay

**Call to Order: 5:31pm**

**Documents for Meeting –**

* Meeting minutes from prior General Membership meeting – May 12, 2023
* Copy of 2022-2023 Audit
* Copy of 2023-2024 Initial Proposed Budget

**President’s Welcome (Michele Mathis O’Malley)**

* Welcome to the first PTA General Membership meeting for the year. Thanks to everyone for attending.
* Review Agenda items:
  + Approve Meeting Minutes from prior meeting (May 12, 2023)
  + Adoption of Audit for 2022-2023 (completed school year)
  + Approval of preliminary budget for 2023-2024 (current school year)
* Please be sure to participate and join the PTSA! Entire budget funded only by memberships and merchandise/T-shirt sales.
* Quick review of the purposes of PTA:
  + Mission Statement - The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.
  + promote engagement of families
  + support educators in the guidance of students
  + social well-being of all kids
  + raise the standards of home life for children
  + advocate for fiscal responsibility regarding public tax dollars in public education funding, advocate for and promote laws that further the education, physical and mental health, welfare, and safety of youth
* All PTA board and committee members are VOLUNTEERS. We do it because we love it!

**Approve Prior Meeting Minutes:**

* Vote on approval of Meeting Minutes
  + Discussion: None
  + Motion: Caroline Ritchie
  + Second: Billie Alston
  + Vote: Unanimous Approval, minutes adopted as written

**Adoption of JLCP PTSA’s prior year Audit**

* Thanks to Audit Committee for work (non-check signors) on auditing books of PTA:
  + Theresa Bennett
  + Caroline Ritchie
  + Billie Alston
* Audit was completed on August 3, 2023
* Reviewed
  + bank statements
  + deposit receipts
  + reimbursement/check request forms & receipts
  + checkbook & QuickBooks register
  + cash verification forms/receipts
  + cancelled checks
  + more
* Summary of numbers:
  + End Balance of June 2021 audit: $11,483.72
  + Total Receipts: $24,297.01 (income)
  + Total Disbursements: $22,687.36 (expenses and disbursements)
  + End Book Balance of June 2021: $11,483.72
  + End Bank Statement: $11,483.72 (Any difference is due to outstanding checks)
  + Actual Balance in Checking Account at Bank: $11,483.72
  + Outstanding checks: $0
* Any HAE PTA Members are welcome to review Audit and supporting documents anytime (I have copies of all with me)
* Vote on Approval of Audit by General Membership
  + Discussion: None
  + Motion: Katherine Ridge
  + Second: Cecile Wallace
  + Vote: Unanimous Approval, audit approved as presented

**JLCP PTSA’s 2023-2024 Budget**

* Distribution of proposed Preliminary Budget through email this week
* Announcement regarding process for amending budget
  + Meeting with President, Vice President, Current and Past Treasurers
  + Assumption of income based on previous years’ membership and fundraiser
  + Approximate expenses based on previous years’ costs
* Approval of Preliminary Budget by General Membership
  + Discussion: None
  + Motion: Jessica Hurst
  + Second: Marcel Dulay
  + Vote: Unanimous approval

**Officer Election**

* At the prior general meeting, we did not have an official Secretary on the roster.
* We have a volunteer acting in this role currently until officially elected into the Executive Committee: Jessica Hurst
* Approval of Executive Officer for Secretary position by General Membership
  + Discussion: None
  + Motion: Billie Alston
  + Second: Katherine Ridge
  + Vote: Unanimous Approval

**Other**

* For all who have arrived and are not yet members of the PTSA, PLEASE join tonight! You do NOT have to volunteer. Our organization operates on the foundations of the PTSA mission – to make every child’s potential a reality. Be on the lookout through the year for the details of our plans. Your membership dollars go towards programs like:
  + Teacher Grants
  + Honor Roll Rewards
  + Campus Beautification
  + Literacy Project
  + Humanitarian Community Project
  + Donuts with Dads & Muffins with Moms
  + Diversity/Equity/Inclusion Cultural Fair
  + Public School Advocacy
  + Health and Safety Programs
  + Mid-Quarter Student Treats
  + Staff Hospitality Teacher Lunches
  + Family Fun and Wellness Day
  + Student Social Events
  + Much more!
* Please order your JLCP merchandise: T-shirts, hats, water bottles, magnets, etc. This is the only fundraiser PTSA conducts for all of our activities for the year.

**New/Further Business**

* Next JLCP PTSA General Membership meeting is scheduled for February 9, 2024
  + Purpose is to
    - discuss revisions to Budget based on actual income from Membership drive and merchandise/T-Shirt income
    - approve Nominating Committee for next year’s PTSA Executive Officers

**Adjournment: 5:44pm**