



South Mecklenburg High School PTSA Board Meeting
9-11-2020

In Attendance:

Jill Davis - President
Shelley Tuttle - Treasurer
Tanya Hicks - Secretary
Yvette Bolden - Vice President Communications
Tina Hicks - Fundraising
Lara McMillan - Membership
Brian Spaulding - Assistant Principal
Holly Defenbaugh - Outdoor Beautification
Allie Lemmons - Co Treasurer
Glenn Starnes - Principal
Jamie Hatmaker -
Missy Turk - Presidential Award, Reflections and Awards Banquet
Marianne Romanat - Staff Appreciation
Kim Miner - Front Office Volunteers

Not In Attendance:

Introductions: Around on Zoom

Jill Davis- President -

Agenda for General Board Meeting in September: Vote on Budget, IYC Campaign, School opening update from Starnes/Spaulding. Parents hear about opening for school.

Tanya Hicks- Secretary - Reviewed Standing Rules:

South Mecklenburg High School PTSA

Standing Rules

Initiated: 2017-2018

Revised: September 2020 for 2020-2021 school year

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1. **Name.** The name of this local unit shall be South Mecklenburg High School PTSA (SMHS PTSA) and shall be affiliated with the National PTA and North Carolina PTA and is governed by the Uniform PTA Bylaws of North Carolina and this local unit and these standing rules.
 2. **Dues.** The annual membership dues for this Local Unit are
 3.
 - a. \$6.00

- b. The annual dues for the next fiscal year must be set by the Board at its regular meeting in May/June.
4. **Composition of Executive Board.** The Executive Board of this Local Unit shall consist of a President, one or more Vice Presidents, a secretary and a treasurer. The number of Vice Presidents for the next school year shall be determined by the Board of Directors at its regular meeting in February to allow adequate time for the Nominating Committee to find appropriate candidates for those positions.
 - a. For the 2020-2021 school year, there shall be two (2) Vice Presidents. The primary roles and responsibilities of these VPs will be Fundraising and Communications.
 - b. For the 2020-2021 school year there will be a Treasurer and a Secretary.
 - c. All executive board and committee members must be paid members of the SMHS PTSA by September 30 of the current school year to serve. Sec. 7.2 of the NC PTA bylaws states that each board member must be a member of the local chapter.
5. **Composition of Board of Directors.** The Board of Directors shall consist of the elected Executive Board of this Local Unit, the chairs of the standing committees, the school principal, one teacher elected by the board, and an admin rep selected by the principal .
6. **Committees.** The Board of Directors shall establish the standing committees and special committees for the Local Unit and shall elect the chairs of such committees.
 - a. **Standing Committees.** A standing committee is established to handle ongoing projects or events of this local unit. Chairs of the Standing Committee are members of the Board of Directors. The Board shall establish an audit committee by July 1 each year and an advocacy and nominating committee by November 1 each year, and may establish additional standing committees at any time as needed.
 - b. **Special Committees.** A Special Committee is a committee created to perform a specific project or event and goes out of existence when the project or event is completed. Chairs of Special Committees are not members of the Board of Directors. The Board may establish special committees at any time as needed.
 - c. Committee chair people must report all incoming funds and expenses to the treasurer no later than one month following an event. Thereafter, anyone needing reimbursement must first have the approval of the President and the Treasurer.
7. **Board Meetings.** The Board of Directors shall hold meetings on at least a monthly basis during the fiscal year (July 1-June 30) unless prevented by weather, pandemics or other extreme situations. In this event, an e-meeting will be held instead.
 - a. **Regular Meetings.** The time and place for the regular meetings of the Board of Directors shall be fixed at the first meeting of the fiscal year.
 - i. For the 2020-2021 school year, the meetings shall be held on Tuesday Evenings. The time and place shall be set at least one week in advance of the meeting.
 - ii. The executive board will meet separately, about a week prior to the board of directors meeting, to plan the agenda.
 - iii. The meeting date may be held on other days or weeks as necessary provided at least three (7) seven days' notice is given to the Board of the changed date.
 - iv. At the first regular meeting of the fiscal year, the Board shall adopt the Standing Rules for the school year, including the establishment of the standing and/or committees, and the election of the at large Board members.
 - v. At the regular meeting in February, the Board shall determine the number of Vice Presidents needed for the upcoming fiscal/school year so that the Nominating Committee has adequate time to find appropriate nominees.
 - b. **Special Meetings.** Special Meetings of the Board of Directors may be called by the President or at least three (3) members of the Board provided at least three (3) days' notice is given and the purpose of the meeting is stated in the notice.
8. **General Membership Meetings.** The Local Unit shall hold at least three (3) general membership meetings each year.
 - a. **Regular Meetings**
 - i. The General Membership Meeting will be held in September, January/February, May/June
 - ii. The General Membership Meetings may be held on other days or months as necessary provided at least five (5) days' notice is given to the general membership to change the date of a regular membership meeting.
 - b. **Last General Membership Meeting of the Fiscal Year.** The election of officers shall take place at the last general membership meeting of the fiscal year, which shall be held in May or June.
9. **Conduct of Board of Directors**
 - a. **Member of the Local Unit.** Each member of the Board of Directors must be a member of this local unit and membership dues must be paid by September 30.
 - b. **Registered Volunteer.** Each member of the Board of Directors must be registered as a CMS volunteer before assuming office.(<https://www.cmsvolunteers.com/volunteer.php?newflag=1>)

- c. **Two Signatures Required.** Two signatures are required on all checks written on PTSA accounts. All checks must be signed by the treasurer or assistant treasurer or by one either the VP of Fundraising, the President. If the check is made out to the treasurer, the check must be signed by the assistant treasurer and the President or the VP of Fundraising.
- d. **Budget.** The Board shall adopt a budget at its regular meeting in September, which shall be presented to the General Membership for adoption at the first general membership meeting of the fiscal year.
 - i. The annual budget will be presented and approved by a majority vote at the first business meeting of the unit. The annual budget may be amended at any meeting by a majority vote. The annual budget may be amended at any General PTSA meeting by majority vote.
 - ii. Budget will be based on first semester needs. Upon results of capital campaign of the current year, the budget will be amended and voted upon the general membership in January/February of the new year.
- e. **Expenditures.** All expenditures of this local unit must be consistent within the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability (sec 11.6). All tangible purchases made by the PTSA for the purpose of students or teachers shall remain property of South Mecklenburg High School.
- f. **PTSA funds.** Anytime PTSA funds are counted, two persons shall be present and shall sign the appropriate deposit form and left secured in the lock box if not deposited immediately.
- g. **PTSA Deposit of Funds.** All cash deposits shall be deposited within 3 business days when possible. Checks must be deposited within 14 days.
- h. Any non-sufficient fund fee charged to South Mecklenburg HS PTSA shall be paid by the writer of the check.

10. Standing Rules

- a. **Adoption.** The Standing Rules of this Local Unit for the next fiscal year shall be adopted the by board at its meeting in September
- b. **Amendments.** The Standing Rules may be amended at any meeting of the Board of Directors by a majority vote.
- c. **Conflicts.** In the event, there is a conflict between a Standing Rule and the PTSA Bylaws, the Uniform Bylaws shall govern.
- d. **Availability.** These Standing Rules shall be maintained in the records of the PTSA and shall be available to the General Membership at any time. The Standing Rules shall also be posted on the PTSA's website with the Uniform PTA Bylaws.

** NCPTSA refers to Elected Officers whereas this board refers to Elected Officers as the Executive Board.

Lara McMillan - Membership - PTSA Membership process changes --> recommendation is we process memberships through Memberhub and we pass the fee (3.5%) plus \$0.50 on to the parents, teachers, students who are joining. So, with fees, membership will be \$6.71/member.

Shelley Turtle - Treasurer -

- Shelly reviewed a draft of the 2020-2021 budget for input. The General PTSA membership will need to vote on it in Sept.
- Started year with \$11,000.00 in the bank.
- Biggest expenses so far are back to school lunch and Zoom licenses.
- Harris Teeter, Amazon Smiles are areas we should focus on to grow revenue.
- IYC digital fundraising options
 - Venmo prohibits Non Profits so that is a no go.
 - IYC - Memberhub
 - Paypal - You do not need a paypal account just a credit card and it sends out a link. Fees are 2.2% for non-profits.

- Check mailed to the school for us to pick up is also an option.

Tina Hicks- Fundraising - After the Labor Day Holiday, start to focus on Campaign Goal. \$45,000.00 still a draft so if there are any thoughts on this let us know. It was noted that the IYC revenue budget is less than the campaign goal. Action: Tina to schedule a follow up conversation with Mr Starnes and Mr Spaulding between 9/9 and 9/14 to hone in on specific needs that we can run mini-campaigns around.

Yvette Bolden - Vice President Communications - Website has been updated.

Brian Spaulding - Assistant Principal- Liaison for PTSA - Communication Update: A lot of communications that were emailed out were not reaching parents. Basically, the school had to delete their email list and start over. It is working now. Sabre Sunrise has a link and newsletter.

Mr Starnes - Principal -

- IYC - People are more interested in donating to causes. Meet with Tina re. the mini-campaign concept. Lots of activity with community partners. After Sept 14th they will have more of an idea of what the school needs. Likes the idea of paying for PTSA membership and Campaigns at the same time.
- School can push out links through the schools newsletter.
- Thank You for the purchase of Zoom licenses. We are working on a bigger expansion through CMS which may include a partial refund, if the deal goes through.
- 150 more Hot Spots needed for SMHS children to learn. There is a CMS wide effort working on this.
- Golf Tournament Fundraiser - do anticipate this occurring in the Spring of 2021 and Staci McBride will be the project manager again.
- Athletics - Sept 14th Volleyball and Cross Country will begin.
- Invited Board member to attend Sept 14th School Improvement Meeting 5:30 pm.- Teachers will speak and let us know what they need. Panel Discussion and Discussion Groups.
- Some Teachers have not been able to come to campus to teach but many are teaching from their classrooms.
- Retention rate is high. But due to Covid, some teachers are leaving Education to pursue other professions.

Marianne Romanat - Staff Appreciation -

The Back to School luncheon went well. Suggestions for this year include Gift Cards to each Staff Member and/or Notes of Appreciation. Post request on social media. Mr Starnes suggested creating a Google Form so it is easy to send notes of appreciation and they all go to one place.

8:07 pm Meeting Adjourned