

VPO Meeting Minutes  
Thursday, April 29<sup>th</sup>, 2021  
Start time: 6:03 PM  
End time: 7:51 PM

*Due to public health concerns and government mandates this meeting was held remotely via Zoom.*

Attendance: Cheryl Ann Graf, AJ Montgomery, Katie Henrickson, Anne Nesbit, and Jasmine Myers

Agenda: Check-in, BOD turnover & recruitment, AJ's handoff of duties to Katie Henrickson, discuss maintenance of website and Office 365 after AJ's departure, scholarships, and preparation for our upcoming spring general membership meeting on May 6<sup>th</sup>.

Meeting called to order at 6:03pm by Cheryl.

Approval of our spring general meeting minutes:

During our last general members meeting, fall 2020, we did not vote to approve the recorded meeting minutes from the spring general members meeting. Following the fall meeting, all voting members in attendance were emailed the spring minutes and asked to respond with their vote. All members replied with their vote to approve the spring meeting minutes as recorded.

PHS support:

Cheryl said it's been a tough year. Her conversations with Dr. Potts and Danielle seem like staff is overwhelmed and trying to stay afloat. When asked how VPO can help, they say there's nothing they can think of. Cheryl will continue to check in with them periodically.

Anne: Said her teacher friends, and Dr. Potts, have told her they really appreciate us asking how we can help. They still feel they're in reactionary mode with Covid changes.

Cheryl: In years past, there has been a teacher's potluck for teacher appreciation. It is not happening this year due to Covid restrictions. Maybe we can ask people to drop off donations of things for teachers.

AJ: Our VPO mandate is primarily in support of PHS students first and foremost, which we have done well. We will continue to support staff and faculty in support of the kids.

Cheryl: Mentioned her schedule is busy again with Covid case rate picking up. She asked Anne to contact Danielle O'Leary to see if she knows of any business we could reach out to for senior prom. Would any be willing to donate so we don't impact our VPO budget. Venue may need to be 100% outside. How can we support senior prom?

**ACTION:** Anne will reach out to Danielle O’Leary regarding prom and see how we can help.

AJ: Suggested we consider having given a lot already. How can we focus our energy on helping motivate others to fundraise.

**ACTION:** Anne will reach out to Danielle O’Leary and Audrey Krishnadasan, Deb’s daughter, who is on the senior prom committee, to see what needs are.

Cheryl: Said she reached out to someone on the golf team who is also on the senior prom committee and is waiting to hear back.

Jasmine: Suggested we try to get the sports teams and clubs to fundraise for the seniors as part of their community service hours since there is less opportunities for community volunteering with Covid restrictions.

Cheryl: Said as a VPO we could issue community service certificates. She suggested we look into another fall cleanup event and ask teams to work at the event for community service hours. We could issue a small prize for the team that works the most hours.

AJ: He liked Cheryl’s idea. He suggested we reach out to Mark Wilson or Harbor Covenant Church as he helped organize the campus event last time and did a great job.

**ACTION:** Jasmine will contact Mark Wilson to inquire about any upcoming campus cleanup events. Tell him the VPO would like to sponsor a fall cleanup day, suggest team competition for hours worked, and see what he says.

Cheryl: Noticed the vast majority of senior scholarship portfolios had a lot fewer volunteer hours this year likely due to restrictions over the past year and limited volunteer opportunities.

Jasmine: Shared her concerns about honor roll certificates no longer being provided to PHS students. She recently realized that PHS no longer did this when she was helping her son put together his brag sheets for when he asks for letter of recommendation and for scholarship applications. Dr. Potts told her it was discontinued before he started, but he agreed they are important and would look into it. Jasmine told him she/the VPO may be able to help, if need be, so to let her know.

Jasmine: Shared her concern about AJ leaving as her availability is stretched thin and she worries she will need to take on more responsibilities to learn and research all things VPO in order to properly support.

AJ: Said he will help us and answer our questions any time. He learned a lot over the last few years and he is confident we will too, and he will be around to support us.

Cheryl: She’s happy to step aside, or fulfill any role needed, except Treasurer.

AJ: Discussed tenures, Cheryl can stay on the board as she has a student at PHS for 2 more years. Anne just started a new 3-year cycle last summer so she has 2 more years in her tenure. Jasmine has almost fulfilled 2 out of 3 years tenure. Katie is filling the vacancy left by Heather and then Carol's departures, as an appointed position, through the electoral cycle this summer. Assuming she wishes to continue on with a 3-year term, she would pick up the vacancy from AJ's expired tenure. The vacancy she is fulfilling now, that the board could appoint, has 1 year remaining. She is filling the role for 3-year term and will have 1 year remaining. Cheryl's and mine (AJ's) positions will be open for election in the general meeting next week. If Cheryl and Katie volunteer, they will be the elected officials to these terms.

AJ: When Jasmine began the board was expanded to 5 positions by adding the liaison position. When Cheryl and AJ were first appointed the board was 4 members. They drafted new bylaws to make the board 5 positions as there was interest for a liaison role and it's good to have an odd number in event of tie breaker in voting.

Also consider, if there are new people interested in joining the board, and the 2 vacancies get filled, Cheryl can be reappointed by the board to fill the remaining 1 year of the 3-year vacancy. If we ever find we have too many volunteers, and want to add them, we could consider amending bylaws again to add the position of Ex-Officio. This would allow the President to appoint an Ex-Officio to come in to help tutor them in their positions. We could structure this as an advisory or voting position.

AJ: We will need to be careful of legal ramifications and turnover handoffs need to be thorough, especially for Treasurer position. We will need someone who can manage our website and Office 365 at some point.

He has a turnover list of items for us to be successful.

He will continue to manage our website and Office 365.

He mentioned we could cancel our Office 365 audio meeting software. It costs \$1 each month or quarter, not much, but something.

Cheryl has been scheduling our meetings via her PLU Zoom account. She advised we keep the Office 365 for now just in case we do end up needing it again.

AJ: Asked Katie what her thoughts were.

Katie: Said she feels confident in taking over this role. When she joined the Purdy PTA years ago the whole board turned over. There was a lot of change so she is not worried about AJ's departure. She asked about open positions. She has younger kids so will reach out to the parents she knows.

Jasmine: Shared her feelings about The Float's public health stance during the pandemic and expressed that she was not interested in going there for future meetings.

Cheryl: Understood and supported her decision. She said we will revisit in-person meeting locations in 2022.

AJ: Also shared his support, and said the VPO meetings don't need to be held at The Float. Having the meetings at The Float was to entice people to come and be social.

Scholarships:

Jasmine & Cheryl are going to make a 1 min video for the 2 scholarship recipients they selected to be used in the upcoming virtual ceremony.

We discussed the total amount of scholarship funds we had to give so Jasmine could update the scholarship slide for upcoming general meeting. There was some confusion. Jasmine thought in years past the VPO awarded x2 \$500 scholarships and x1 \$1,000 to InvestEd, totaling \$2,000.

AJ: Said that is correct and the VPO is no longer doing InvestEd scholarships, as we have in the past, due to budget/fundraising constraints. We have x3 \$500, \$1,500 total, in scholarships to give to PHS students this year. Cheryl and her husband donated \$500 and Anne obtained \$1,000 in donations from the Fire Department.

AJ said the InvestEd scholarships was something Heather Huffer organized when she was on the board.

Cheryl: With that clarification, we have an additional \$500 more to award for this year. We can either select a third recipient or up the current 2 recipients awards to \$750 each.

Cheryl is going to ask Haley Nichols, on the scholarship committee, which way works best for them. Cheryl made a motion to the board to choose the option that Haley Nichols recommends, either our VPO selects a third scholarship recipient for x3 \$500 awards or the two recipients we already selected will be awarded \$750 each. AJ seconded the motion; Katie and Jasmine voted in favor.

**ACTION:** Cheryl emailed Haley Nichols with this question during the meeting and will share with the board the final decision. Jasmine will update the spring general meeting PP slide accordingly.

AJ: We need to make sure Katie is officially recorded. On April 5<sup>th</sup>, 2021, via VPO email, a motion to appoint Katie was made by Jasmine, seconded by Anne. For all official purposes, Katie Henrickson was appointed to the Peninsula High School VPO board of directors on April 5<sup>th</sup>, 2021 to the position of Vice President.

AJ: Katie needs to be added to the VPO bank account and get a debit card. She has to be able to access banking transactions as the future Treasurer.

AJ: We currently have two positions that are authorized signatories on the bank account and two positions that hold debit cards. Formerly, AJ as President, and Heather as Treasurer, held the debit cards. Currently, AJ is the only card holder. Cheryl as VP, AJ as President, and Heather as Treasurer, all were signatories for the account. AJ advised we continue to have, a minimum of, two signatories and debit card holders. If, for any reason, the Treasurer becomes unable to

fulfill their role, we already have someone else set up with a card and as a signatory to make the transition process easier.

AJ: Cheryl needs to get signed up for a debit card.

**ACTION:** Jasmine will get these meeting minutes out asap so all can review/approve and AJ can go to the bank to get Katie added as a signer and card holder. Jasmine will need to print and wet ink sign the minutes for AJ.

AJ: All of our VPO officers are recorded with the secretary of state, legally referred to as "Governors" on the Peninsula High School VPO board of directors.

AJ: Raffle license will be a 1:1 turnover to Katie. In order to be a legal representative of any gambling license, there needs to be held by either the president, highest ranking official, or designee. Cheryl, as acting president, will designate Katie as authorized signatory on the account.

Other handoff items AJ spoke about: He will cancel his debit card.

He will manage Office 365 for the foreseeable future so long as VPO wants him to and he is still available.

QuickBooks - AJ created an account for Katie. She now has account access. The QB's subscription is currently held under Carol Bruneau's account because she gave us her professional discount. Carol Bruneau will continue to have QB access so long as she provides the subscription. She does not have access to our bank account, only QuickBooks accounting.

PayPal - Our VPO has an account. He still needs to get Katie access. We have Bluetooth card reader capabilities. For every account he established he has a record of all login and password info.

File boxes - Legally, documentation wise, the secretary is supposed to manage all paper files. Our VPO has always had the Treasurer hold these files/boxes. AJ currently has them stored at his house and would like to pass them to Katie when she is elected as Treasurer. Katie agreed.

Facebook - He is an admin and we can remove him on July 1<sup>st</sup> if we want to.

**ACTION:** Jasmine or Anne will remove AJ admin status on VPO FB group on July 1<sup>st</sup>, 2021.

Cheryl: Touch on IT help needs in our recruiting efforts. There may be someone that doesn't want to be a VP or Treasurer, but they may be interested in helping with social media and/or IT support (MailChimp, Office 365, website, etc.)

We should use Mailchimp for quarterly newsletters later this year.

AJ: Suggested we establish an IT committee, along with other committees, so they can do things outside of the legal ramifications of the board to get stuff done. This support will allow our board the time to focus on future planning.

Cheryl: Suggested we do a VPO planning retreat in August to plan for the future. She would like to see our VPO do a large fundraiser annually, like she used to support at Purdy.

AJ: The budget from year to year is pretty much a carry over. Changes were made this year to the budget due to the pandemic, but this is not normal. He will work with Katie on preparing the budget for the fall.

No budget slide needed for spring meeting.

**ACTION:** Jasmine will remove the budget slide from the spring general meeting slide deck.

AJ: Filled Katie in regarding the IRS notice he received a few weeks ago, addressed to a Patricia Irwin, whom was a prior director before all of us. The notice indicates the VPO still owes \$9,469.80 from 2014, and \$4,053.23 from 2016, in unpaid taxes. AJ stated he has not been able to get any information yet in regards to this legitimacy. He reached out to Heather Huffer and she said Patricia was a board officer prior to when she (Heather) was an officer. AJ reached out to the tax shack, but they haven't gotten back to him. He doesn't know much about taxes for our organization, but will continue to look into this and provide updates.

Katie: We are a nonprofit. We don't owe taxes, right?

AJ: Thinks this is assumed taxes because we didn't file. He will call the 800# in the notice to inquire further.

AJ: Suggests we get a VPO mailbox to keep incoming bills separate from the school to avoid confusion. Historically, this has been a concern as the district uses the same vendors as the VPO uses for sports teams, and the delineation from ASB vs Boosters has been confusing. Sometimes bills are not always clear so the bookkeeper sometimes processes our bills and payments. We should also consider the location, school vs post office, for Treasurer convenience.

PO boxes are not cheap. We need to be able to justify the value and expense as there will likely be critics for higher team assessments. They can cost \$300-\$800 per year depending on size.

Katie: Lives 5 mins from PHS so she prefers going to the school.

AJ: We need to do more to delineate VPO mail from PHS mail. In my opinion, we should get rid of the dropbox in the school office, stop the mail going to the main office, and tell our parents that anything, other than hand delivered items, must be sent to the PO Box. We would need a bigger box size for this as some of the deposits are thick.

Cheryl: You are not getting any cash, right?

AJ: Incorrect. He still gets some cash. That's why we opted to get a larger, lockable dropbox in the office, so cash deposits could be made there.

Jasmine: AJ, do you still have one of the keys for the dropbox at school?

AJ: Yes, we (AJ and Jasmine) are both currently holding the two dropbox keys. He will give his key to Katie before July. Katie and Jasmine will then be the two key holders. AJ plans to get Katie onboarded soon so she has time to work with him before his tenure expires.

Meeting adjourned at 7:51pm with a motion by AJ. Second motion by Katie.

Next meeting: Annual spring general membership meeting on Thursday, May 6<sup>th</sup>, 2021

Next internal BOD meeting: Meeting at Cheryl Graf's house on June 4<sup>th</sup>, 2021 at 6pm