

## **VPO Meeting Minutes**

**Friday, June 4<sup>th</sup>, 2021**

Start time: 7:03 PM

End time: 8:11 PM

Location: Cheryl Graf's Backyard

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

Agenda: Hand off treasurer items, Report out on the to do items from our last board of director meeting (see minutes), Pick date for summer VPO Board retreat, Discuss VPO being involved in work day with Mark Wilson Group, and Discussion on providing snacks for teacher in-service day in August before school starts.

Meeting called to order at 7:30pm by Cheryl.

Cheryl asked if we were caught up on all past meeting minutes approvals. Jasmine answered yes, to confirm, all past meeting minutes have been approved.

Cheryl asked AJ if there is anything left to discuss for his handoff to Katie.

AJ said they are in the process of transition from AJ to Katie and are getting Katie signed up for a bank card and signing authority. We should always have two people set up as signers at the bank. As of right now, I am the only one holding a debit card. If something were to happen to the one person with a card and signing authority, with no backup, there could be delay in treasury operations while waiting for someone else to get setup at the bank.

Everyone agreed.

AJ, Katie, and Cheryl discussed dates and times to meet at Columbia Bank, at Point Fosdick, and settled on next Saturday, June 12<sup>th</sup>, at 10:30am.

AJ said Alicia McVey is still the branch managers there. He will call before next weekend to verify the bank can accommodate this transaction on June 12<sup>th</sup> and verify what documents are needed.

AJ asked Katie and Cheryl to verify all of her logins he sent and to let him know if she has any issues getting in. (PayPal, QuickBooks, Columbia Bank online, etc.) The most recent PayPal activity was for baseball boosters. Laurel Palagyi has the card reader right now, as they used it last, and AJ will get this back.

AJ stated he exported every VPO login and password into a VPO spreadsheet and he would give Katie access to view this. When his tenure expires, he will strip his Columbia Bank and PayPal

logins as Katie will have her own logins for those. AJ thinks all board members should be administrators on some accounts such as MailChimp and Facebook.

Jasmine asked who would set the remaining board members up with account access if they don't already have it?

AJ said he already set Katie and Cheryl up on PayPal. They need to respond to the email and create their own passwords. Katie and Cheryl will get Columbia Bank online banking access. We should keep President, Vice President, and Treasurer on all financial accounts.

AJ has updated the schedule of directors on our SharePoint site to show all of our tenures. We still have one 3-year position that's open that we need to find someone to appoint. Anne will continue fulfilling both VP and Liaison roles, and when we get a new volunteer to be VP, we will get them added to the bank account.

Jasmine asked if this meeting was an official vote or appointment of positions?

AJ answered that this meeting had to officially organize positions.

Cheryl offered to step down from the President role if anyone else wanted to do it. Everyone agreed Cheryl is doing a great job and nobody wanted to change their roles at this time. Anne agreed to remain as VP/Liaison, Jasmine as Secretary, Katie as Treasurer, and Cheryl as the President.

AJ said there is a cardboard file box and a plastic file storage tub of VPO organization records. He would hand it off to whoever wanted to store it. He said the Secretary usually stores these records, but in our organization, it's been the Treasurer. Katie, as Treasurer, agreed to store the VPO records at her home. AJ will get it to her.

Cheryl asked if these records could be purged after 7 years as we do with personal taxes.

AJ said he guessed we could do so, but there is not that depth of history because the organization was not well run before he and Cheryl joined. The collective of information is more recent. Most of our records are saved electronically in Office365. The only paper records are historical tax records and some physical copies of reimbursement forms.

AJ said although he cannot continue to vote he will continue to support the management of our files and systems.

Jasmine asked about the status of moving forward with a PO Box and keys for the VPO mailbox at PHS. Currently, Jasmine and AJ hold the keys to the PHS box.

AJ will transition the PHS VPO box physical keys, checkbooks, deposit stamp, PayPal reader, return address labels, stamps, and deposit slip book to Katie before his departure. He said in

the next quarter, typically late September to early October, is when we assess the groups based on the previous fiscal year deposits. Katie will need to manage this in QuickBooks; the budget will be Katie's first financial endeavor.

Jasmine asked where the spreadsheet of login and passwords is saved.

AJ said he keeps it and would not upload it to SharePoint. It is password protected. He advises all board members have access just in case.

Cheryl said she doesn't know how to do treasury stuff, but she is here to help however she can.

AJ said the PHS bookkeeper, Zandra Craig, is new this year and advised Katie to connect with her. He spoke with her about VPO mail going to the high school and how the incoming mail and payments can sometimes be confusing.

Cheryl is concerned about the cost of a PO Box. She asked if Katie could use her personal address for VPO mailings since she plans to be on the board for 3 years.

AJ said he looked into this himself and yes it could be done. He suggested looking into having a forwarding address through the post office. He said all vendors would need to be updated of the address and they need to be very indicative of funds for school vs VPO.

Cheryl asked Katie to go to PHS and talk to Zandra Craig, Bookkeeper regarding mail and deposits.

AJ said going to the school is not convenient for him. He would prefer a PO Box closer to his house.

Katie said she lives close to the school and she would prefer to pick up mail there than at any post office.

Cheryl mentioned Jasmine's communication with Mark Wilson regarding VPO supporting a PHS campus cleanup. Mark told Jasmine he is currently working on an event for end of August. Cheryl was concerned that perhaps August would not work for families enjoying their summers and traveling. She thought the fall day made sense for cleanup.

AJ and Anne agreed that fall made sense to cleanup all of the leaves around campus.

Cheryl said school doesn't start until September 7<sup>th</sup> this year.

AJ said two events may be appropriate. One to cleanup the school before it starts and once again end of October to cleanup leaves.

Cheryl said Danielle O'Leary asked if the VPO would support teachers during prep weeks before school starts, likely the week of August 22<sup>nd</sup>. This would help teachers feel supported as they

prepare for the year ahead. Danielle suggested grab n' go style food due to Covid. Cheryl said in the past we did a breakfast for the staff. They had 5 carloads of donations to give to the staff. Danielle will support communicating this to the community to ask for donations. Cheryl will communicate with Danielle and firm the dates.

Cheryl initiated scheduling our next internal board meeting. She would like it to be a retreat where we can plan for the year ahead. Cheryl would like us to come up with more resources for the organization.

AJ suggested we utilize our gambling license to have raffles. We could have an online raffle and for every dollar donated the winner gets half and the organization gets half.

Katie said often times with raffles the person who wins will donate the winnings to the organization anyways.

Cheryl would like to raise money to up the VPO scholarships we can give.

Everyone committed to Wednesday, July 28<sup>th</sup> for the next board meeting. AJ will not be able to attend to support our planning.

Jasmine asked Katie for an update on the people she thought were interested in joining the board.

Katie said they expressed interest initially, but never follow through with contacting AJ.

Meeting adjourned at 8:11pm with a motion by AJ. Second motion by Cheryl.

Next general membership meeting: TBD

Next internal BOD meeting: July 28<sup>th</sup> from 1-4pm at Cheryl's house