



## **FCS Parent Teacher Organization (PTO) General Meeting Minutes**

January 4, 2022

### **Attendees**

- Approximately 22 total in attendance
- Mrs. Vislay (Principal), Mr. Lawrence (Vice Principal), Lydia Parris (President of PTO), Taiwo Alade (VP), Tony Ndungu (Treasurer), Karen Lecy-Alvarado (Secretary), Bruce Johnson, Tanisha Nanor, Jennifer Renkema, Mel Masta, Darielle Hobson, Sharmila Roda, Teresa Austin, Ginny Lee, Kathleen Daniello, Lola Pyne, Caroline Ndungu, Tiffany Belcher, Kristie Palmer, Dori Mornan, Melanie Glover, Daniel Odukoya

### **Call to Order**

- FCS PTO was called to order at 7:01pm by Lydia Parris, President, virtually (zoom) on January 4, 2022.

### **Principal's Report**

- Opening prayer led by Lydia Parris
- Mrs. Parris reported that the executive board met over winter break to discuss the next steps in what was presented this evening, specifically concerning committees and financial information concerning the PTO
- Mrs. Parris requested that each executive board member reintroduce him or herself in order for members to know them better and indicated that board members are available and open to receive questions or suggestions from other members
- PTO executive board members introduced themselves and reported words of encouragement concerning their role as board members
- Mrs. Parris led into the next discussion concerning committees

### **Vice President**

- Taiwo Alade, Vice President, led the discussion concerning reintroduction of the committees that were presented in previous meetings
- All 5 committees were reintroduced and explained more in length; all have been mentioned in the bylaws
- Committees have been approved by Mrs. Vislay and Mr. Lawrence

- The faith formation committee was not a part of the bylaws, therefore, will require more discussion to amend the bylaws to include it and subsequent approval from the administration
- Current list of approved committees include: communications, events, fundraising, membership/nominating, staff encouragement
- Board members will meet to discuss the sign up for the committees, which will launch in the next 1-2 weeks
- The PTO President, Lydia Parris, will preside over all committees and other executive board members will assist as needed
- Committee guidelines can be accessed on the PTO website for more details
- As an example, the events committee may be responsible for representation of the PTO at open houses
- In order to become a member of any committee, one must be in good standing (pay dues to become a member of the PTO)

### Treasury

- Tony Ndungu, Treasurer, led the discussion concerning PTO financials
- To be a legal entity, the PTO will need to file Articles of Incorporation with the state of MD
- After incorporation, the PTO will require acquisition of an EIN number from the federal government (tax purposes)
- The PTO will need to open a bank account (per bylaws, we need 3 signatures: Mrs. Vislay, treasurer, president) to deposit and withdrawal funds, as appropriate
- Apply for 501(c) 3 status for tax purposes
- Register for Maryland Registration Statement for Charitable Organizations to solicit donations
- Reporting procedures: quickbooks online, cash basis (what we report during monthly meetings; 990s will be based on true cash receipts & cash disbursements)
- Voucher system: in order to get reimbursed, each committee must request voucher (show that their request for reimbursement was approved); check will require 2 signatures only
- Each month, Mr. Ndungu will provide a financial activity statement
- Once the PTO is fully registered, Mr. Ndungu will further explain financial arrangements in more detail
- At the end of the year, the PTO can issue letters of tax donations for tax filings

### Other Business

- Question/answers from the PTO members:
  - Where do donations fall into the budget? Answer: they would be recorded as a donation, even if the donation is in the form of food or other materials
  - Will the PTO be in charge of the largest school fundraiser, the annual Fun Run? Answer: Per Mrs. Vislay, the PTO will collaborate and assist with this event (as possible); per Mrs. Parris, the funds acquired for the Fun Run will be separate from the funds obtained for the PTO
  - Is there any money in the PTO now? Answer: there will be a meeting set up with Mrs. Heater to discuss further, however, there is about \$2,000 (as of September 2021) that was acquired from the summer used school uniform sale
  - Is there a mechanism in place for solicitations of businesses or people outside of Forcey? Answer: most likely the fundraising committee will cover this item, however, there will be options for receiving donations from businesses and other people outside of the FCS community

- **Is there a way for the committees to connect? Answer: there may be a need for committees to connect to one another, as needed; chairpersons from each committee will likely be in communication with the board and other chairpersons to collaborate**
  - **Do we need to sign up for committees again (if we already did previously)? Answer: yes, but we do have the information from previous sign ups and will contact members who are interested in the committee of their choice**
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- **Per Mrs. Parris and the executive board, opening/closing prayers will be extended to other members**
  - **Links to sign up to perform opening/closing prayer and committees will launch within the next 1-2 weeks**
  - **PTO general meetings will continue on the 1<sup>st</sup> Tuesday of each month, at 7pm on zoom for now**

### **Closing**

- **Mrs. Alade concluded with the closing prayer**

### **Adjournment**

- **This meeting was adjourned by Lydia Parris, President, at 7:39pm.**
  
- **Respectfully submitted by Karen Lecy-Alvarado, PTO Secretary.**

**Approved on: January 6<sup>th</sup>, 2022**