

Davidson K-8 PTO Board Meeting: July 12, 2022

Location: via Zoom

Meeting called to order at 6:05 PM.

Board Members Present: Carly Schiano, Kendall Whitley, Shannon O'Geen, Andrea Oliver, Andy Puckett, Andria Carnell, Rebecca Kryshtalowych, Julie Calarco, Jamie Stamey, Beth Helfrich, Dawn Waldeau, Alison Graves, Kelly Kasten, Ashley Avidan, Mary Anne Lampert, Kate Barr, Amanda Dudek, Lindsay McKinney, Shelley Suter Notte, Lauren Rasor

Approval of June 21 Minutes

Beth motioned for a vote to approve the minutes from the June 21 meeting, with Alison seconding. Minutes were approved unanimously.

Amendment to Bylaws

Rebecca proposed amending Article V, Section 5 of the Bylaws (regarding Board vacancies) due to recent changes to the organizational structure of the board. She proposed amending Article V, Section 5 to read, *"If there is a vacancy in any office, members will fill the vacancy through an election at the next regular meeting."*

Kendall motioned for a vote to approve the new language, with Alison seconding the motion. Motion passed unanimously.

Welcome

Beth welcomed everyone and introduced herself to the Board.

Board Structure

Beth and Carly gave an overview of the new Board structure which was approved at the June 21st meeting. The new structure was created by identifying PTO events/activities and categorizing/organizing them by theme/function. The new structure is a work in progress and can be changed as needed.

Beth asked if any second year members, interested in serving on the Executive Committee, to please contact her.

Volunteer Openings

Beth asked all members to review the open volunteer positions and identify individuals to recruit to fill these roles. The Board agreed that it's important that the diversity of the student body is reflected in our volunteers.

Andy suggested creating job descriptions for each opening, so that potential volunteers have a better understanding of tasks and time commitment, etc. He offered to create a template to capture this information. Beth asked all members to review the open roles in their respective functional areas and create "job" descriptions using Andy's template.

Proposed Calendar

Beth asked members to carefully review the proposed calendar. Please alert Beth or Carly if any changes are needed. The goal is to publish the calendar by August 1st.

It was suggested that Board meetings be set for the third Tuesday of each month. Beth will create a survey to determine the best time for everyone to meet. It was the consensus that in-person meetings are preferred.

Communication

Beth proposed using SLACK for Board communication. This communication platform allows you to organize chats by folders. Beth will send an invite to join SLACK.

Next Meeting

Beth proposed a retreat style meeting in August. She will send out a survey to determine the best day and time for everyone.

The meeting closed with each member providing a brief introduction and bio of themselves.

Meeting adjourned at 7:35pm