

LES PTA General Meeting - October 21, 2020

Intro of Attendees: (7:00pm)

Cathy Datz, Debra Anoff, Christine Johnson, Heather Godwin, Eddie Godwin, Amy Ashmore, Elizabeth Hall, Liz Banach, Ellen Bockelman, June Roach and Stephanie Hastings watching virtually

Cathy Datz called start of meeting @ 7:05pm; Lisbon Park

2020-2021 PTA Budget (Heather Godwin, Treasurer): A 2020-2021 PTA budget was proposed; paper copies distributed. Heather Godwin motioned to pass the budget as proposed. Amy Ashmore second the motion and asked if there were any questions or comments. No questions or comments posed. Cathy called for a vote for the budget. All in favor of the budget; none opposed. Budget passed!

Bylaws (Cathy Datz): Bylaws need to be approved/passed by end of the month. Bylaws will remain the same as previous year; no changes to bylaws will be made. Cathy made motion for the bylaws; Eddie Godwin accepted motion; Mrs. Johnson second. Cathy asked for questions/comments - no questions/comments. All in favor; none opposed. Bylaws passed.

Additional Financial Matters:

◆ QuickBooks:

Cathy Datz asked if the PTA will pay for an updated version of QuickBooks for the Treasurer to use. (Current version being used is 2017 edition) This will incur a one-time fee of \$399. Mrs. Anoff asked where the funds for this purchase will come from since this item was not budgeted for in the budget just passed. Cathy D. stated that to cover the cost, \$250 would come from the discretionary fund with the remaining being covered by the year end surplus projected for the budget. But if members agree, money can be taken from the PTA money market to cover the cost instead of taking the money from the budget. Mrs. Anoff concurred that QuickBooks is a critical part to function as a PTA so it would be a justifiable cost to take from the Money Market. Amy Ashmore made a motion to pay for a current version of QuickBooks using Money Market funds. Elizabeth Hall second. No questions or comments. One member abstains from voting (Eddie Godwin); all other members approve.

◆ Amazon Prime Membership:

Cathy Datz stated that an Amazon account was opened for the Lisbon PTA without Prime access. She would like to discuss the option of upgrading the account to include Prime or to keep it at the basic level we are currently at but at the basic level, we do not get free shipping on items. There are 2 Prime options:

- Option 1: Cost is \$69.99 - Free Prime shipping; items at wholesale prices; business checks at a reduced rate; one access point
- Option 2: Cost is \$179 - In addition to the benefits of option 1, also has 3 access points + 5% discount; tax exemption status

(Access points = authorized persons to make purchases. Copies of invoices will go to all authorized persons)

Mrs. Anoff asked if a credit card or a debit card is needed to make purchases from Amazon. Cathy Datz stated they are working on getting debit cards from the Bank. Heather Godwin stated that if they did the business prime accounts with Amazon, Amazon would mail purchase orders to be paid in lieu of using a credit/debit cards.

Mrs. Johnson made a suggestion on limiting the amount of people who are allowed to order on the Amazon account.

LES PTA General Meeting - October 21, 2020

Eddie Godwin makes a motion to upgrade prime membership to the \$179 account with debit card access; June Roach makes a comment regarding the cost effectiveness of upgrading now and not using the account for several months, as opposed to waiting until right before a big event and then paying the membership then. Cathy D. stated they would be buying items for Community Night and ordering checks for the PTA checking account. June Roach also posed an argument regarding getting debit cards for the PTA checking account. Would this be against any PTA rules and/or nonprofit IRS regulations and also the cards not having 2nd signature authority when making purchases which is required when authorizing checks. Cathy D. stated that if we opt for the \$179 Prime account, they would be allowed to make purchases via a purchase order so a debit card is not needed. Cathy D. said they will table the debit cards.

Mr. Godwin makes an amendment to his motion to allow the PTA to spend \$179 to upgrade prime membership with purchase ordering capability. Cathy D second and asked for any discussion of the matter. All voted in favor.

◆ **Checking Account Checks:**

Cathy D stated checking account checks will need to be purchased. This is not normally voted on or discussed since it is a budgeted item but she wanted to make everyone aware of this expense since we are working with a very tight budget.

Mrs. Anoff confirmed which part of budget was being used to pay for QuickBooks, Amazon Prime membership fee and the check purchase. Amazon Prime membership & Quick Books will come from the money market acct. Cost for checking account checks will come from the discretionary fund which was budgeted with \$250.

Other News:

Cathy Datz stated she updated the PTA check reimbursement form.

Stephanie Hastings made a shout out for the virtual Fall Festival on the PTA website , PTA Facebook and Member Hub.

Amy Ashmore makes motion to approve last meeting minutes. Elizabeth Hall seconds. All approved.

Ellen stated that the next meeting (November 11th) will be to address the committees and their budgets.

Stephanie Hastings said she passed free stem night leads to Debbie Golden.

If anyone needs a copy of budget they can email Heather Godwin at LeSTreasurer@LisbonPTA

Motion to adjourn made by Eddie Godwin; Elizabeth Hall second.

Meeting adjourned @ 7:34pm