



**Executive Board Meeting Minutes
August 7, 2023**

Attendees: Mitra Bennett, Renae Ross, Brenda Riser, Melissa Murray, Tabitha Beebe, Byron Beebe, Emma Kalmbach, John Gavel, Pamela Stacy

1. **Call to Order:** Byron Beebe called the meeting to order at 6:00pm
2. **Welcome & Introductions:** Byron thanked everyone for coming. He mentioned that he was thankful for the good responses and feedback to his emails.
3. **Determination of Quorum:** Quorum was met with 8 members present.
4. **Reading and Approval of the Minutes:** The minutes were unanimously APPROVED as submitted.
Emma – motion / Mitra – second
5. **Treasurer’s Report:** We currently have \$21,000 in the checking account. We need to take a spending authority letter to the bank with signatures from the Executives but Pamela has been out of town and we haven’t connected with Barbera yet. However, Pamela still has spending authority so we are able to take care of business as needed.
6. **President’s Report:**
 - a) **Freshman Orientation:** is Monday August 14th and we need to serve lunch to 205 people. This includes 175 students and peer mentors and 30 staff members. The school would also like us to serve coffee and doughnuts to the Freshman parents that morning. There was extended discussion as to how to meet the current budgeted amount of \$1,200. After much discussion, it was decided that we could buy each of the lunch items separately and save money. Tabitha and Melissa researched economical sandwich shops. Byron may have a potential donor for the doughnuts.
 - b) **Back to School Night:** Ampersand is a go. The first 150 ice creams are free. There was discussion about the structure of the Volunteer form.
 - a) **Phoenix Pfling Timeline:** An official committee isn’t in place yet. Byron asked the board to let him know if anyone wants to help pick caterers or locations. It would be great to get those two things decided so we can let the parents know at the first meeting of the year.
7. **Old Business:**
 - a) **Board of Directors Positions and Planning Discussion:** Byron thanked the board for voting approval to approach the 12th person who was willing to be on the board in May. However, she declined joining the board now, she would rather volunteer for projects as she has time.
 - b) **Committee and Advisory Board Appointments:** Byron hasn’t had time to reach out or fill positions yet.
8. **New Business:**
 - a) **2023-2024 Proposed Budget:** Byron advised the board that the bylaws do not support money being spent without an approved budget so the board will just spend money on the three events and petty cash until the budget is approved at the first meeting. There was an extensive discussion about the budget including suggestions for a slush fund, the savings account, other accounts that would handle miscellaneous expenditures, plans to get donations for the MOTA food, and the need to raise the amount designated for food at the beginning of the year activities and MOTA. The following budget items were then voted on:
 1. **Raising** the Freshman Orientation budgeted amount from \$1,200 to \$2,000 and raising the MOTA food budget from \$2,500 to \$4,000. ALL APPROVED

Emma – motion / Tabitha – second

2. **Increasing** the amount allocated for Hospitality from \$300 to \$500 and raising the Supplies allocation from \$100 to \$300. ALL APPROVED

Melissa – motion / Mitra – second

3. **Confirmation** of the new Budget as a whole. ALL APPROVED

Mitra – motion / John – second

- b) **Fresno State Fundraising Opportunity Discussion:** The board discussed various means of supplying workers for the booth. The general consensus was that we need to get more details. If we are unable to do it this year, we may be able to get it set up for next year. Melissa suggested the Save Mart Center as another potential fundraising option. The item was tabled for now.

9. **UHS Report:** Yvette reported that Ms. Hickman has been having some health challenges which has slowed the schedule a bit but she will be back to full speed soon. She hasn't been able to help with the golf tournament so Yvette would love help. They will need volunteers to get people checked in and they need sponsor ideas. The funds raised will go toward replacing music equipment, updating safety on campus, and to start the outdoor structure. Changes in staffing this year include a new choir teacher, a new freshman English teacher, and a new office manager. The school Website has been improved and the school will now be using iDonate. Both the school and PA will have an account set up which should help keep the monies properly allocated.

10. **Other Business:** Brenda asked the board if they wanted her to continue giving the teachers birthday cards and little treats. The committee was in full agreement. Brenda will take care of the August and September staff birthdays and put the cards and treats in their mailboxes.

11. **Adjournment:** Motion to adjourn ALL APPROVED

Mitra – motion / John – second

The meeting was adjourned at 7:50 pm