



**Executive Board Meeting Minutes  
September 12, 2023**

**Attendees:** Mitra Bennett, Renae Ross, Tabitha Beebe, Sarah Dean,  
Byron Beebe, Emma Kalmbach, Anna Martinez, Pamela Stacy, Yvette Sanchez

1. **Call to Order:** Byron Beebe called the meeting to order at 5:19pm
2. **Welcome & Introductions:** Byron welcomed everyone.
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:** Sarah explained the budget spreadsheet. She mentioned that we will be at a loss until fundraising starts. There was a discussion about retaining earnings. We have three outstanding checks for the scholarship students. Yvette will ask the students to get them cashed or see if they need them reissued. There was a general discussion about ways to pay the students in the future to avoid this problem. Suggestions included cashier's checks, visa gift cards, or including a note for them to cash the checks within 60 days. Sarah mentioned that she plans to include the amount budgeted for each expenditure on the budget spreadsheet in the future.
6. **President's Report:**
  - a) **Freshman Orientation:** Byron mentioned that we did very well, financially. Our expenditures were close to the amount we budgeted.
  - b) **Back to School Night:** Ampersand was a big hit. It was costly but the parent signups and responses were great.
  - c) **MOTA:** The art contest started via Peach Jar and Remind. The vote will be done electronically. Perhaps we should consider second and third place prizes? The school is working on the program now. They are looking for people/business to advertise in it. We will ask for food donations soon via Sign Up Genius. We will discuss the food and work out all the details for it via email.
7. **Phoenix Pfling Timeline:** Byron presented a spreadsheet of various locations and prices for us to consider. We need to pick one in the next month. The committee briefly discussed the pros and cons of the different locations. The discussion will continue via email.
8. **Old Business:** There was no old business to discuss.
9. **New Business:**
  - a) **Five and Up:** Pamela explained her 5 and Up proposal to get parents to compete to see how many relatives/friends they can get to sign up to donate five dollars and up to the school each month for a year.
  - b) **Labeling:** Motion to table discussion until after Parent Meeting ALL APPROVED  
Susan – motion/ Tabitha - second
10. **Adjournment:** Motion to adjourn until after Parent Meeting ALL APPROVED  
Mitra – motion / Tabitha – second  
The meeting was adjourned at 5:58 pm
11. **Call to Order:** Byron called the Executive Meeting back into session at 7:13pm
12. **Five and Up:** The committee continued the discussion of this program and the pros and cons and ways of advertising it to reach the parents and their families. Emma suggested marketing it as a donation worth a cup of

coffee a month for the school. After a lengthy discussion, the committee approved the general program with the plans to finalize the details later.

ALL Present APPROVED adopting details 1, 4, 5 & 7 of the Five and Up Program. Details 2, 3, and 6 will be worked out later.

Byron – motion/ Mitra – second Anna abstained because she had to leave.

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

Mitra – motion/ Tabitha – second

The meeting adjourned at 7:50pm