



PALOS VERDES PENINSULA COUNCIL OF PTAs
DATE
ASSOCIATION MEETING MINUTES
TIME
LOCATION

The meeting was called to order at 2:35pm by president, Karen Buresh, via Zoom teleconference.

ATTENDEES: Karen Buresh, Mariko Hama, Laura Hughes, Betty Lin Peterson, person 5, person 6, etc. (or attach sign-in sheet and be sure you have a quorum)

Recording Secretary – Laura Hughes

- **Motion 1:** Laura Hughes motions to approve the agenda
Second: seconded (can include name but not required)
Carries

The minutes from association meeting on April 21, 2020 stand. *(if no changes/corrections)*

President's Report - Karen Buresh

- Important information Only
- District Update
- School Update

EVP – Mariko Hama

- **Motion 2: Mariko moves** to ratify appointment of New Person as Parliamentarian for the 2020-2021 school year
Second: seconded (can include name but not required)
Carries
- **Motion 4: Mariko moves** to ratify the appointment of New Person as Reflections Chair
Second: seconded (can include name but not required)
Carries
- **Motion 5: Mariko moves** to approve Proposed Calendar for 2020-2021 school year
Second: seconded (can include name but not required)
Carries



Treasurer – Katy Montgomery

- Reminder to complete Conflict of Interest Forms
- Karen will send out separately after this meeting please complete and send to Katy
- Treasurer's Report (*include this detail for each bank account*)

Opening balance & date:

Total deposits:

Total disbursements:

Closing balance & date:

Motions regarding checks already paid (ratification) or checks to be written (approval)

Financial Secretary - Lori Siembieda

Sample Report:

RECEIPTS (Listing of monies receive to deposit.)

11/13 Carnival \$ 1,450.00

11/17 Membership dues (150 @ \$9) 1,350.00

11/21 Book fair 349.50 12/05 Gift wrap 5,000.00

12/10 Founders Day freewill offering 213.00

TOTAL \$ 8,362.50

DEPOSITS (Listing of monies deposited.)

11/14 Carnival \$ 1,450.00

11/18 Membership dues (150 @ \$9) 1,350.00

11/22 Book fair 349.50 12/06 Gift wrap 5,000.00

12/11 Founders Day freewill offering 213.00

TOTAL \$ 8,362.50

Auditor – Lana O'Shea

- **MOTION SAMPLE:** Lana O'Shea moved to adopt the audit dated 1/1/2020-6/30/2020. Seconded and approved.

1st VP – Bridget Rusich & Lisa Paolucci

- Include important information, motions & actions taken, outstanding business

2nd VP – Jenny Handjian

- Include important information, motions & actions taken, outstanding business

3rd VP – Education

- Include important information, motions & actions taken, outstanding business



4th VP – Lucy Macfarlane & Cheryl Dawson

- Include important information, actions taken, outstanding business

5th VP – Nancy Shafer

- Include important information, actions taken, outstanding business

6th VP – Laura Lee

- Include important information, actions taken, outstanding business

7th VP - Betty Lin Peterson

- Include important information, actions taken, outstanding business

Historian – Beth Meyerhoff

- Include important information, actions taken, outstanding business

Meeting Adjourned 3:30

Submitted by: Laura Hughes, recording secretary