****

**Meeting Minutes**

**Wednesday, July 15, 2020**

**I. Call to Order**

The meeting was called to order at 6:00pm by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the July 8, 2020 Meeting Minutes. Tina Melder motioned for the minutes to be approved and it was seconded by Kimberly Booker. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed us and introduced all the new committee board members. She reminded us that the executive board and committee board members get a vote. Business memberships do not receive a vote.

Treasurer's Report

The balance of the PTSO bank account is $459.00. Jennifer Smith has reimbursement forms and deposit forms available for our organization.

**IV. New & Ongoing Business**

Spirit

Cassandra Hazelwood discussed thoughts on t-shirt design. It was decided to go with the "coordinate” shirts in blue and red. Discussed the potential of a magnet. Tina Melder and Natalie Lambert will work on magnet ideas.

Marketing and Website

Natalie Lambert is working on automated forms on our website. She will need bios from board members to update the website. She would like us to have similar headshots/backdrops for professionalism and brand. This will be used as an engagement tool for parents.

PTSO Committee Staffing

Cassandra Hazelwood welcomed Carla Dietrich as the Senior Representative and Carmen Bailiff will do Fundraising aspects, specifically Box Tops and assisting with Amazon Smile. We still have Arts and Enrichment, Communications, Membership, Spirit and Fundraising available.

Fundraisers

T-shirt sales and membership forms are underway for fundraising efforts. We are awaiting 501c3 status from the IRS to complete Amazon Smile.

Membership

Membership form is being translated to Spanish so we can reach a greater audience and support our ESOL students. Needs to be given to Ms. Cassevah for Student Packets by August 3rd.

Freshman Day

Cassandra Hazelwood discussed details for the event coming up on July 29th. The PTSO will be located under the walkway down towards the digital marquee board. Set up time will be at 10am. Kimberly Booker will bring the tablecloth and table. Jennifer Smith will bring PayPal app and petty cash and money bag for change/transactions.

Welcome Back Breakfast

The Breakfast will be on August 3rd at 8am. The setup time is 7am. The location will be the cafeteria. Lora Steele is working on business donations for the Teacher Breakfast. Currently there are 3 gift cards for the drawing. The theme is “adventure”. The budget for this event is $500. There are 150 employees at our school. This includes teachers, staff, administration, cafeteria and cleaning crews. The Teacher Membership form and Breakfast invite need to be sent to Ms. Cassevah by July 25th. She will send the invites to the teachers/staff.

Open House

Open House is scheduled August 7th. Membership will have a table represented and there will also be petty cash and PayPal app available for t-shirt and membership transactions. This setup will be similar to Freshman Day.

**V. Upcoming Events**

Cassandra Hazelwood mentioned the following upcoming events:

July 29 – Freshman Day – Xmas in July Theme

August 3 – Welcome Back Breakfast at 8am

August 7 – Open House and Membership Drive

August 10 – First Day of School

Sept/Oct – General PTSO Meeting/Volunteer Meeting/2020-2021 Budget Vote

Sept/Oct – Homecoming – Haunted Mansion theme

December – 12 Days of Christmas, Staff Appreciation Event

**VI. Adjourn**

The meeting was adjourned at 7:31 pm. The following members were in attendance: Cassandra Hazelwood, Kimberly Booker, Tina Melder, Carmen Bailiff, Lora Steele, Carla Dietrich, Natalie Lambert and Roberta Panepinto.

****

**Addendum to Minutes of the**

**Meeting of the Pace High School PTSO**

**Held on July 15, 2020 at 6:00 P.M.**

On August 7, 2020 at 10:40am, Cassandra Hazelwood sent electronic communication to the 2020-2021 Officers to make a motion to amend the PTSO Bylaws. Specifically, the following item was added to the bylaws under Article VIII-Dissolution: Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501C (3) of the Internal Revenue Code, i.e. charitable, educational, religious, scientific, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for public purpose. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501C (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

The motion was seconded by Jennifer Smith. Electronic voting completed at 12:40pm and the motion passed unanimously.