



Board Meeting

Time: 6:00 pm

Date: Tuesday, May 26, 2020

Place: *Zoom Meeting*

AGENDA:

- I. Pledge of Allegiance
- II. Approval of the Agenda
- III. Approval of the Minutes from January 2020 meeting
- IV. Treasurer's Update
 - A. Acceptance of Donations
 - B. Procedures
 - C. (LAST MEETING) Robyn shared information on developing policies and procedures for accounting and money handling to be used by PLEF and PTLC. She suggested a sub-committee to create and review these before they are submitted to the board: Robyn, Dina, Heather, Katie (PTLC), Jen (PTLC)
 1. Finding a mentor and building a budget
 2. Finding a CPA that specializes in schools/non-profits
 3. Liability Insurance: find & add to budget
 4. Finding a platform for donations
 5. Set up donation reply to include tax deductible language suggested by CPA
- V. PTLC acknowledgement of expenditures
- VI. Business Directory - Marianne
- VII. Volunteer Recognition Award - Tammy
- VIII. Next fundraising goal?
- IX. Member recruitment
- X. Back to school
 - A. Entertainment Book Alternative (Coin Drive - Ryan's Well?)
 - B. 20th Anniversary
 - C. Gala?
- XI. Proposed future meeting dates: Tuesday, June 16th or 23rd.
- XII. Meeting Adjourned