

## **SAUK TRAIL PTA MEETING JUNE 22<sup>ND</sup>, 2015**

Objective: The meeting was called to order at 6:33pm. Amber (president) indicated that the purpose of this special meeting is to discuss the pros and cons of dissolving the PTA as well as transitioning to a PTO.

PTA: We are currently members of the state PTA and part of the national organization. We abide by the PTA established bylaws, with only minor input at the school level.

We operate as a local “unit” under the State PTA organization, receiving tax exemption under the authority of the Wisconsin PTA.

We are required to send notification of board member changes, membership information, membership dues, etc. to the state PTA annually (or as needed) to maintain good standing.

Our membership supports state and national PTA political campaigns, which many members are in favor of. However, we do not take advantage of any other services offered by the state PTA.

PTO: As a PTO, we are our own governing body. No dues would be submitted to the state, so all money raised/donated would stay at the school. We do not need to charge any dues, which is a big hurdle for many of our parents. Rather, anyone with a child associated with the school may join at no cost. Donations could be accepted.

The state would not receive any money from us to help support their efforts on behalf of our school, but we would have the ability to send funding as we see fit.

Process discussion: The PTA can vote to voluntarily leave the PTA tonight as we have a quorum of 10 active PTA members present.

The PTA must decide on a date in which we would like to dissolve. The PTA members agreed to make the dissolution date June 30<sup>th</sup>, 2015, to coincide with the end of the fiscal year.

It was noted that by voting to dissolve, various documents are submitted to the Wisconsin PTA Board for review. Their board meeting is scheduled for mid-July 2015. The president (Amber) will ensure that all documents are filed no later than the first week of July.

Upon the dissolve, all PTA funds will need to be turned over to a 501(c)(3) organization per our PTA bylaws. To prepare for this transfer, Amber (president) has already applied for a non-stock corporation in the name of "Sauk Trail Elementary School Parent Teacher Organization, Inc." and has obtained a new EIN under this name.

Upon a vote to dissolve the PTA and transition to a PTO, Amber (president) will begin working on the 501(c)(3) application. Based on the experiences of other schools that have applied, the executive board is optimistic that the IRS will approve the application to grant us the nonprofit status. It could take several months to hear from them, but the effective dissolution date is the date chosen by the PTA on the initial application. Efforts will be made to submit the application by early July.

Motion:

Amber (president) noted that all participants may partake in the vote regarding the dissolve, but only those who had paid their state dues would have their vote counted as per our PTA bylaws.

Amber (president) made a motion to dissolve the PTA with the understanding that a PTO would be then be established. The motion passed with all thirteen participants voting in favor of this motion. No votes were counted against the motion. [INSERTED NOTATION: Per our PTA bylaws, one vote does not count for the purpose of the quorum.]

PTO transition:

Amber (president) will work with the Wisconsin PTA to obtain approval of dissolution this summer. If unexpected items arise, Amber will notify the Executive Board immediately to determine a course of action.

Upon approval by the Wisconsin PTA, Alex (treasurer) will work with the bank to close the PTA account. All remaining funds will be transferred to a newly created account under the Sauk Trail Elementary School Parent Teacher Organization, Inc. name. If this transfer happens prior to the approval of the 501(c)(3) application, the Alex will ensure that the account type is updated to reflect the newly received status as soon as possible.

The Executive Board has already approved new bylaws for the PTO. The PTO bylaws are available for review by any interested member. They will also be posted on our website as soon as we get it converted to the Sauk Trail PTO website. Some of the changes include:

1. All parents and adults associated with the school can be members by providing contact information.
2. No dues—we may ask for donations
3. The number of members required to conduct business is down to seven from ten.

If the nonprofit application is not approved by the IRS by the beginning of the 2015/2016 school year, we will still accept donations as they come. The funds can be held until the account for the Sauk Trail PTO is opened. The board will discuss where and which type of account will be opened to satisfy regulations. Members of the Executive Board will assist in the process to determine that the account meets Wisconsin PTA and bylaw requirements.

PTO Marketing:

Members discussed setting up a table at Back to School Night, August 25<sup>th</sup>, and/or Information Day, August 12<sup>th</sup>, to get parents' email addresses, sign ups and donations for the PTO.

Members agreed that setting up a STPTO email account is a great way to get information out to parents. Diana (vice) volunteered to set it up. The password will be shared with members as needed and we will designate a member to check it regularly and distribute/respond to messages.

Diana R., Jen R., and Principal Dahlk agreed to help Sarah A. with PTO memberships and marking. We will call a committee meeting later in July to discuss marketing ideas.

Other Business:

A chair is needed for the Bucky Book sale. There is no minimum amount we have to sell to participate. Cathy R. volunteered to be the contact for Bucky Book and will be communicating with Alyssa, the representative. Megan D. will back Cathy where needed. Members talked about having Bucky Books available for purchase at the book fair and at the spaghetti dinner.

Diana (fundraiser chair) brought up the issue with Cookie Shoppe. We are still under contract with them for an additional year. We do not need to sell all the items they have, but we are locked into selling something. She will contact the agent and look into the various options, preferably on a smaller scale.

Adjournment:

The meeting was adjourned at 7:20pm.

Minutes approved by President on \_\_\_\_\_

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