

Brinnon Parent Teacher Organization

2017-2018 School Year

President: Britney Edwards * Vice President: Brittany Murray * Treasurer: Sara Gearhart * Secretary: Alicia Simmons

PTO Executive Meeting Minutes, May 10, 2018

Call to Order by: Britney Edwards at 4:42pm

Attending: Britney Edwards, Brittany Murray and Alicia Simmons

Britney Edwards: I am convening a quick executive session on Facebook [Messenger], since we forgot it after the meeting on Tuesday. It will be fast! Any objections?

Britney Edwards: [@Brittany Murray](#) is that you? Or does madi have your phone?

Brittany Murray: I'm here lol

Britney Edwards: I talked to Alicia about this earlier, so she'll catch up when she sees the ping. We need to officially discuss (as the remainder of the outgoing board) some issues I saw with the previous treasurer. There were some inappropriate purchases, and some missing moneys. I would like to outline (at a high level) the actions i took to rectify the situation.

Britney Edwards: I first noticed some incorrect charges in the middle of the school year last year. We worked through it, and she said she would pay it back. And then she forgot. I noticed additional inappropriate charges this year, and some money from the cash Box went missing. I tried for several months to work with her to come up with a plan to straighten out the books and get a repayment plan. She has been extremely busy, and has not been able to accommodate me. So I did an audit of the books myself, and found that she owed [\\$609](#) that I can document.

Britney Edwards: To date, she has paid back [\\$391](#). Any questions so far?

Brittany Murray: [thumbs up]

Britney Edwards: I asked her to step down as treasurer and found a replacement. She should not be entrusted with money in the future. Is there anything else that i missed?

Brittany Murray: I think you got the bases covered

Britney Edwards: [thumbs up]

Alicia Simmons: [thumbs up]

Alicia Simmons: So now do I copy and paste this on letterhead and just put it in with board notes

Britney Edwards: On your computer, you select it all with the mouse, right click copy (or ctl-c). Go to the destination document, right click paste (or ctl-v).

Britney Edwards: On your phone, press and hold the segment you want to copy. At the bottom of your phone is an option to copy. Then go to your destination document, press and hold in the space where it goes and select the paste option.

Alicia Simmons: I know how to copy silly. I was just double checking that is what you want me to do. So I was asking "now", not how. Lol

Britney Edwards: 😄 1

Britney Edwards: Ok. Sounds good

End message in regards to Theresa Corey as PTO Board Treasurer.