

Executive Board Meeting Minutes  
Stafford Special Education PTA (SEPTA)  
July 27, 2015  
Teleconference

President Regina Mike called the meeting to order at 6:35pm. In attendance were:

Officers: Regina Mike, President, Torwon Mitchell, Treasurer, Anne Glencer, VP Events, Dali Burgado, VP Fundraising, Molly Ritter, Recording Secretary and Sue Daywalt, VP Membership were absent.

Guests: There were no guests present.

### **Approval of Minutes**

There were no minutes for approval.

### **Treasurer Report**

There was discussion on the purchase of PTA insurance. The different types of insurance were defined to determine the insurance required. The company, RV Nuccio, was decided to purchase General Liability - \$65.00, Directors & Officers Liability - \$50.00 and Accident Medical - \$98.00 which totals \$213.00. The amount of insurance is within the budgeted amount of \$300.00. Treasurer will contact RV Nuccio to purchase.

### **Officer Reports**

#### President's Report: Regina Mike

President Mike gained feedback for the final version of the Welcome Back to School flyer from each board member. Discussion was made on pending approval from Dr. Clark, copyng options, dissemination to parents and teachers via Director Student Services. There were proposals to remove recognition of child care at the general membership meetings until PTA insurance was purchased, and the removal of cost of dues until the general membership voted. The motion carried.

#### 1<sup>st</sup> Vice President – Membership: Open

There was discussion on the increase of membership dues to \$10.00. According to bylaws general membership is allowed 30 days to vote on proposal. President Mike will notify general membership. There was discussion on offering webinars for members who cannot attend in person. Dali proposed the free website Anymeeting and the motion was carried.

#### 2<sup>nd</sup> Vice President – Events: Anne Glencer

President Mike uploaded an electronic copy of the template to the SEPTA DB Google Drive. Anne discussed researching the Event template on the VAPTA website PTakit.org.

#### 3<sup>rd</sup> Vice President – Fundraising: Dali Burgado

There was no discussion of fundraising.

#### Recording Secretary's Report: Molly Ritter

Molly was absent at the meeting.

### **Committee Reports**

#### Budget Committee Report: Torwon Mitchell, Dali Burgado, Regina Mike

The 2015-2016 budget proposal was discussed to highlight review and the funds to cover PTA insurance.

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**Unfinished Business**

Dali will complete the Porter Library request form in order to hold next meeting. Final decision on printing the Welcome Back to School flyer either at SCPS Central Office, Porter Library or Kate Waller Barret Elementary School copier.

**Adjournment**

The meeting was adjourned at 7:45pm. The next meeting will be held at the Porter Library at 6:30 on August 10 2015.