

Dogwood Elementary PTO Board Meeting Minutes

September 11, 2018

Dogwood Cafeteria

Recorded by Kathryn Hickey, Secretary

Board Members in Attendance: Elizabeth Gates, Karen Viotti, Nabiha Huda, Chelsea Slabaugh, Kathryn Hickey, Alison Fondaw, Gayle Higley, Michelle Midha, Leanne Howell, Kristen Boccher, Natalie Stickles, Carmen Weaver, Audra Bass, Paula Bailey, Hayley White, Joe Dixon, Claire Van Drimmelen, Carie Alley, Kari Armstrong, Katie Laird

Board Members not in Attendance: Carmen Henson, Betsy Bryant, Shahnila Raza, Tiffany Smith, Maura Parks, Karen LaGasse, Jennifer Bronson, Karen VanSteenberg, Leslie Mitchell, Rachel Twiford, Holly Kulp, Kayla Pence, Jamie Bialowitz, Casey Carrilo, Dina Chopra

Elizabeth Gates called the meeting to order at 6:06pm.

Karen Viotti made a motion to approve the 2018 PTO Standing Rules with the revised the description of the Yearbook Committee as follows:

Yearbook is responsible for designing the 5th grade ads for the Dogwood Yearbook, and promoting sales of the yearbook and 5th grade ads. Yearbook Chairs will assist the school Yearbook club and its faculty sponsors as necessary as well as manage class photographer volunteers to provide pictures throughout the year of classes, school activities/events, and groups. Chairs will also proof the yearbook prior to printing, and assist with delivery of the yearbooks in May.

Alison Fondaw seconded the motion.

The motion passed.

Elizabeth Gates informed the group that the PTO received an updated Certificate of Exemption from the State of TN, which restated some language regarding tax free sales. No change in state policy, but rather highlighted for us that we should take the following steps for all tax exempt purchases.

The Dogwood PTO Board members will comply with the Certificate of Exemption issued by the Tennessee Department of Revenue.

Board members will first make tax-free purchases with merchants with whom the PTO has an account (and an invoice can be issued) or with a PTO issued check.

For all additional purchases, Board members should contact the PTO President or a PTO Vice President to determine how best to make purchases within their budget.

Meeting was adjourned at 6:09.