

## Informative Meeting Minutes

8/20/17, 10am, Pittsford Library

Attendant: Jing Wang, Jinlian Zhang, Susan Brown (regional PTA director), Dorthy L. Petrie (Webster Central PTSA past president), Gary R. Elling (Greece PTA)

The meeting minutes is summarized based on the topics and questions we discussed at the meeting.

1. Regional director and staff from other school district PTSA introduce themselves
2. Discuss the significance of being part of the State PTA
  - Collaboration with other PTSA
  - Advocating for students
  - Access to resources
3. Discussion the procedure for CSR PTSA incorporating the NYS PTA organization
  - When CSR PTSA joins the State PTA, we automatically become the member of the National PTA.
  - After join the State PTA, we will receive the Union ID, tax exempt number, and insurance.
  - Our treasurer will report to IRS annually. We need to file 501c(3) form, 99N form and answer six question each year about our PTSA financial situation.
4. In order to sustain our status as part of the State PTA, we need to recruit at least 25 members. An amount of \$100 membership due will be collected by the State and National PTA organization.
  - Member is a person. But there is some debate whether member can be a family. Pittsford PTSA use a family as the unit for membership.
  - Business can be a partner of PTSA.
5. Susan Brown will contact the State PTA to help us to put together the By Laws.
  - We need to create a two person by law committee to go through the document with a staff from the regional office.
  - We would need to renew by laws once every 2 to 3 years.
6. PTSA insurance will cost \$180 annually. It covers liability, officer, theft insurance.
7. We could get information about how to handle PTSA finance from NYS PTA financial guideline
  - There is no law says how much money PTSA can carry over from year to year in our account as long as there is less than \$50K. However, we need to have a purpose with our money and the fundraising activities.
  - We need to annually audit our book.
  - Treasure need to give financial report at every meeting.
  - Two persons handle cash every time.
  - President and the treasure are the check signer.
  - Two signatures are required.
8. We need to set up a charter meeting after school starts.

- At least 25 PTSA members will be required to attend this meeting and prepare to vote for every position at PTSA.
- After we have an official vote to become incorporated as a PTSA, then paperwork goes in to the government to get the tax ID number and then the tax exempt number. Once the tax id number is granted, a bank account can be opened.