



UTS PTA General Membership Meeting Notes  
5/22/17--10am (UTES Library)

1. Meeting Called to Order at 10:02am
2. Pledge of Allegiance
3. April 2017 Meeting Minutes Approved
4. Financial Matters
  - a. Treasurer's Report by Anna:
    - i. Discount cards are still being sold; anticipated profit to be \$450-540, depending on the total amount sold (450 cards left)
    - ii. Shopalooza event-profit of \$603.50
    - iii. BoxTops-received \$2,500 from BoxTop raffle contest plus collections at school
    - iv. Town Wide Clothing Drive-raised \$536
    - v. Garage Sale- raised \$291
    - vi. Just Chill/Main St. Candy fundraiser after UTMS Spring concert raised \$140 for the Music Program
    - vii. Upcoming expenses include Tiger Clubs and Run Like A Tiger
    - viii. Anticipated starting budget for September 2017 to be between \$5K-7K
    - ix. Tara Trego reviewed April 2017 bank statements/books
5. Legal Matters
  - a. Report provided by PTA attorney, Steven Margolis, following his conversations with John Burke, Hunterdon County Assistant Prosecutor:
    - i. 2015 Case: three restitution checks, \$28 per check
    - ii. 2016 Case
      1. Two cashier's checks, totaling \$16,020 received at May 12th hearing from defendant (PTA disputing \$100 difference)
      2. Checks will be cleared by the State of NJ and then to Margolis Law Firm who will then forward to PTA
      3. Next hearing scheduled for June 2nd where defendant is expected to plead guilty and acknowledge her crime by signing a form
      4. If restitution is paid in full, Judge and Prosecutor have option to offer PTI (Pre-Trial Intervention) and PTA will not object, as the goal is to recover the lost expenses for UT community
      5. If PTI is offered (probationary period of six months to one year) and as long as the conditions of probation are successfully

completed and no new offenses are incurred, the charges will be dismissed; \*a record of the conviction will be held by police/ court computer system, but there will be no public record for defendant.

6. Additional court fees/fines will be paid by defendant.
7. Goal of PTA is to recoup money as quickly as possible
8. Cashier's checks provided on May 12th and should be made available to the PTA within 30-45 days
9. \$16,020 is full restitution excluding a \$100 variance being investigated; PTA can not prove any additional monies were taken by defendant
10. Question: was an audit done of Treasurer books at any time?
  - a. Answer: an informal audit was performed by a CPA. He reviewed every bank statement, deposit slip, and withdrawal to determine the outline of events during the duration of the defendant's position as Treasurer (completed in November 2016 when Anna was voted in as Treasurer and Treasurer materials were finally turned over by the defendant)
11. Question: What if defendant does not appear at June 2nd hearing?
  - a. Answer: it is highly unlikely that the defendant will not appear, as it is in her best interest to complete this process as soon as possible.

#### 6. Nominating Committee Update

- a. Nominating Committee consisted of Casie Fariello, AnnMarie Lodese, Kara Cherney, and Lisa Coster (as alternate)
  - i. Casie outlined the timeline of events from March when Nominating Committee formed, reached out to specific people via conversations and email through May 18th when a letter was sent to PTA membership outlining the three positions that remain vacant for 2017/2018 School Year.
  - ii. Process was followed per NJ PTA Bylaws and continues to be
  - iii. Letter sent to membership on May 18th outlining three options available for UTS PTA since we have no candidates for President, Treasurer or Secretary:
    1. Disaffiliate the PTA--This is a permanent disbanding of the organization.
    2. Inactive Status-- No officers, no members, no activity, bank account non-accessible, but legal restitution monies from our legal cases may be deposited. Can only remain inactive for 3 years, then must disaffiliate.
    3. Limited Active Status\*-- Maintain a set of officers (current set), collect dues of a few members. No fundraising and no programs. Amend Bylaws to minimum number of one meeting per year. At

that meeting in September, a broad, general budget will be voted on, giving the Board authority to allocate monies to the school based on school administration requests. Need ten members to run. \*The Board believes this is the best option available.

7. Discussions with & guidance Provided by New Jersey PTA

- a. Lisa Falco of NJ PTA provided guidance every step of the way (any questions can be directed to Lisa at lfalco@njpta.org)
  - i. PTA will not resume unless all three positions are filled; current Board will remain on as “figureheads” (President/Treasurer/Secretary)
  - ii. Board must turn in resignation letter for President, Secretary, and Treasurer by July 1st to officially “vacate” the positions
  - iii. An email will be sent notifying PTA members that individuals interested in open positions may self-nominate by June 2, 2017
  - iv. Board will interview each potential candidate and select the one who is best qualified
  - v. If all three positions are filled, Board will call a “Special Meeting” to announce the new PTA members
  - vi. If NO members step up, a budget meeting will be held in September 2017 to officially approve the limited budget. At this meeting, all current PTA members will be invited to vote on the budget as PTA membership does not expire until 9/30/2017.

1. We also hope to make this meeting an open forum for any member of the school community to attend:

- a. Board of Education Members will be invited to share their role in the school community as well as how we all work together towards a common goal
  - b. Mr. Diaz and Mrs. Suchovic will be invited to outline their views/wishes for the PTA, as they are already in discussions about changes needed
  - c. PTA will outline its budget and how it will support the administration
- vii. Lisa Falco of the NJ PTA highly recommends anyone who joins the PTA Board attend the NJ PTA training in July (if unable to do so, she will arrange for resources to be brought to UTS for training)
  - viii. PTA will no longer run things like Class Parents, as this should be done through the school, however it will work with the school administration to support their needs/requests. Per NJ PTA, our PTA was running things that are typically done by the school, so a pared-down approach is reasonable and warranted. For example, typically one large fundraiser is done in the fall and a smaller one is done in the spring. These should generate sufficient funds to pay for programs & assemblies for both schools.
  - ix. PTA will operate as an “arm” of the school

- x. Question: Can parents fundraise or run an event if the PTA is not fully active next year?
  - 1. Answer: Parents may reach out to the administration about what is important to them to get things implemented, and any monies raised would go directly to the school, not to PTA.
- xi. Once all three PTA positions are successfully filled, PTA can go forward, full steam ahead

8. Letter

- a. Casie read a personal letter about her experience on the PTA Board over the last few years and her optimism that this will provide a new, fresh start
- b. Several PTA members thanked the board for staying on despite the difficult circumstances and pulling together to make the year as successful as possible

9. Upcoming Events

- a. Art Fest-still in need of volunteers
- b. Idea to set up table selling discount cards and Run Like a Tiger sign ups at Art Fest and Author's Tea
- c. Run Like A Tiger-\$150 away from covering all of our expenses through sponsorships and participants. Signups have been low to date but historically people wait until the last minute. Opportunities for volunteering at this fun event will be available soon.

10. June member appreciation meeting cancelled due to low turnout

11. Jen Sigler agreed to review the financials in July

12. Meeting Adjourned at 11:05am.