

**General Meeting Minutes**

Tuesday, April 6, 2021

**I. Call to Order**

The meeting was called to order at 5:58pm by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the March 9th Meeting Minutes. Jennifer Smith motioned for the minutes to be approved and it was seconded by Cassandra Hazelwood. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone to the General Meeting. She reviewed the 2020-2021 Goals (ACCE*) Year in Review* Document.

Treasurer's Report

Treasurer Jennifer Smith stated that the balance of the PTSO bank account was $14,088.17.

**IV. Old Business**

March Mailbox Surprise (Appreciation)

Hospitality Lora Steele put together a mailbox treat for the month of March for our staff.

Spring Fundraiser – Egg My Yard (Community)

Total sales, not including PayPal fees, was $5,439.00. Our expenses for the fundraiser were $2,582.00 and our profit was $2,857.00. The profit included the income from the Drawing.

**V. New and Ongoing Business**

2021-2022 Budget (Communication)

Jennifer Smith and Cassandra Hazelwood went over next year’s budget. There were some changes, and all were within our limits of spending. We had income budgeted at $20,604.00, which includes a $1,500.56 year start up for the next fiscal year. Our actual income is $24,953.00. The budgeted expenses for our new budget were adjusted to balance this actual income. The $2000.00 grant is housed in the School Enhancement budget line, currently sitting at $12,000.00, for the Outdoor Patio Project. Our actual expenses, to date, are $10,865.01. Roberta Panepinto made a motion to approve the 2021-2022 Budget. The motion was seconded by Erica Ortiz. The motion passed unanimously.



2021-2022 Elections (Communication)

The Nominations Committee proposes the Executive Officer, Secretary, be split into two roles, Recording Secretary and Communications Secretary, and that their titles be adopted into our organization’s bylaws as Executive Officers. Tina Melder made a motion to split Secretary into Recording Secretary and Communications Secretary, and adopt their titles into our bylaws. It was seconded by Kimberly Booker. The motion passed unanimously.

Jennifer Smith made a motion to elect the Nominations Committee’s presented slate of Executive Officers. It was seconded by Cassandra Hazelwood. The motion passed unanimously.

The following are the elected 2021-2022 Executive Officers for Pace High School PTSO (EIN 84-4406705):

President: Cassandra Hazelwood

Co-Vice President: Kimberly Booker

Co-Vice President: Tina Melder

Treasurer: Jennifer Smith

Communications Secretary: Natalie Lambert

Recording Secretary: Roberta Panepinto

Outdoor Patio Project (Enhancement)

Cassandra Hazelwood stated that as soon as the county approves our building enhancement, we can move forward. We are looking at needing $3000 to meet our budgeted goal for this expense.

May Appreciation (Appreciation)

All hands on deck are needed for this event. Discussion took place regarding volunteer needs, graphics & marketing, spirit, and weekly itinerary.

**VI. Upcoming Events**

April 16th – Sonic Teacher Member treat

April – Board Meeting & Hospitality Appreciation for TA Week

May 3rd-7th – Teacher Appreciation Week

May – Board Meeting with New Committee Members

May – Senior Scholarship presentation

June – Patio Cover Installation

June – Board Meeting, Shirts Ordered

July 8th – Freshman Day

August – Teacher Membership Breakfast

**VII. Adjourn**

The meeting was adjourned at 6:55pm. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Erica Ortiz, Kimberly Booker, Tina Melder, Natalie Lambert and Roberta Panepinto.