

October 30, 2021 - Board Meeting

Your WSPTA board of directors held a board meeting via Zoom on Saturday, October 30, 2021. President Nancy Chamberlain called the meeting to order at 9:03am. A quorum was present. All Board members were in attendance.

President Nancy Chamberlain shared the following:

- Review of National PTA's State to State report.
- Board training as required by National PTA will take place on November 13.
- RCW non-profit law changing January 1, review being done ahead of any changes that will be needed at the January 2022 Board meeting.
- WSPTA board members can get additional training thru Washington Non-Profits and Jurassic Parliament.
- Nancy Chamberlain, Angela Steck, and Shelby Reynolds have participated (or will be participating in) in National PTA's work on revising the National Standards for Family-School Partnerships.
- Reminded Board to check out the updates to the WSPTA website for the Membership page, Advocacy in Action page, and the Federal Advocacy page.

Review of Annual Audit results: Doug Brownlow, CPA, spoke on behalf of the team at Jones and Associates PLLC to review WSPTA's "clean" audit.

Board voted to approve the audit results.

Board reviewed the latest August financial statement.

Board voted to amend the budget to cover the cost of a data backup service.

Executive Director Andrew Estep gave the following updates:

- New Event Planner will start on November 8, 2021.
- Return to the office- delayed with the surge in the Delta variant. Andrew Estep is mostly working in the office and the remaining staff are mostly working at home.
- Second PPP loan was on the balance sheet as a loan, but it has now been forgiven so can be counted as income.
- Working with an HR consultant on a training event for staff and board members around customer service to take place the week of December 6, 2021.

- Discussion about using gift cards as prizes/incentives/thank you gifts. Andrew Estep will consult with National PTA and have clarification by the November 10 PTA and the Law train the trainer event.

Board voted to approve changes to the following policies:

- WSPTA Policy 3.2.7 Membership Waivers
- WSPTA Policy 10.12 Data Management
- WSPTA Policy 10.12.1 Data Security
- WSPTA Policy 10.12.2 Email Guidelines
- WSPTA Policy 10.12.3 Document Management
- WSPTA Policy 10.12.14 Data Retention
- Board voted to amend the following sections of WSPTA Policy to add Autumn Leadership Launch (A.L.L.):
 - WSPTA Policy 5.1.4 Meetings of the WSPTA Board of Directors
 - WSPTA Policy 6.3.2 WSPTA Leadership Committee
 - WSPTA Policy 8.4.1 WSPTA Board of Directors
 - WSPTA Policy 8.4.3 Region Directors and Region Service Delivery Team

New business discussion items included:

- Councils missing leaders.
- Council needing assistance to establish new leadership.
- Review of process for approval of committee volunteers and representatives in outside work groups and task forces.

Meeting was adjourned at 3:57pm. The next meeting will be January 16, 2022. Details will be determined.