

# Trout Creek Academy

## PTO Board Meeting Minutes

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**Date/Time:** 6/24/2024, 5:10PM|**Meeting Called to Order By:** Katie Barnes

### In Attendance

Tatitha Henderson Coles (Co-President), Katie Barnes (Co-President), Chris Farlow (VP Middle School), Vanja Trivuncic (VP Elementary School), Anna Montauderes (Secretary), Heather Loffredo (Treasurer), Rebecca Piatko (Hospitality), Mike Rabon (Membership), Becky Spielmaker (Fundraiser), Renee Vitulli (Volunteer Coordinator), Katherine O'Connell (TCA Principal), David Barnes (Assistant Principal TCA Middle School)

ABSENT: Communications (Krista Sabin, Anastacia Parasiris), Community Partners/Sponsorship (Saundra Schwinghammer)

### General Business

#### SPIRIT WEAR

- T-shirt designs presented and discussed
- Option #1 - blue shirt with "Strength, Resilience, Adaptability" as main t-shirt unanimously approved ("I for Design" assisted with design)
- David Barnes reported administration would like "Fear the Turtle" slogan on grey t-shirt for middle school game days, etc. - post meeting discussion regarding University of Maryland Terrapins' trademark and licensing of that phrase eliminated it from our t-shirt choices
- Becky Spielmaker to take over Spirit Wear as it relates to Fundraising
- **Awaiting t-shirt company quotes now that we have confirmed design**

#### FINANCIAL UPDATE

- EIN number obtained
- Articles of incorporation being filed
- 501(c)(3) paperwork in process (6-9 month approval time)
- See attached email from Heather Loffredo with details of account setup
- **Bank account to be set up on Friday, June 28<sup>th</sup> by Katie Barnes, Tatitha Henderson Coles, and Heather Loffredo with VyStar**

## SPONSORSHIPS AND FUNDRAISING

- Chris Farlow secured potential sponsors (Danielle Wright Realty for proposed 6-year commitment, The Little Pizza Truck of St. Augustine very interested)
- Can be referred to use TCA PTO Sponsorship link from TCA website that is being corrected with proper tiers
- Sponsorships to be finalized after bank account setup (**Becky Spielmaker reaching out to Jersey Mikes – Rivertown**)

## MEMBERSHIP/DUES

- Will send out the PTO website link with direction to sign-up once Bank acct/Square set-up

## COMMUNICATION

- Gui Versiani to take over as Communications Coordinator for FB page as Krista Sabin reported wanting to step down from this position; Gui will be invited into GroupMe and next executive board meeting
- **Katie Barnes to reach out to absent members** - Communications Coordinator (Tassie Parasiris), Community Partners Coordinator (Saundra Schwingammer)
- **Chris Farlow – will help setup Google Docs so all documents can be shared among executive committee ([troutcreekacademypto@gmail.com](mailto:troutcreekacademypto@gmail.com))**

## TCA PTO EVENTS

- Heather Loffredo organizing DJ from Shearwater Sharks events approved for the “Back to School Dance” on August 23<sup>rd</sup> at \$150/hr for 2-hr time frame...K-5<sup>th</sup> graders will have music from playlist, while 6<sup>th</sup>/7<sup>th</sup> graders will use DJ
- Remaining TCA PTO Events put on hold until next meeting

## VOLUNTEER COORDINATION

- **Renee Vitulli to connect with VP of Volunteers from TCE about database management (Charlotte Werner)**

## BYLAWS REVIEW AND APPROVAL

- Amendments made to nomination and election procedures
- Article on rezoning and monetary gifts to new schools discussed and amended
- Motion to approve Bylaws: Renee Vitulli; Second: Becky Spielmaker
- Decision: Unanimously approved
- Meetings to be run according to Robert’s Rules

## NEXT MEETING JULY 8<sup>th</sup> 7PM MICROSOFT TEAMS

# Items to Be Completed

See bolded items at end of each section

## Formalities

Motion to Adjourn June 24<sup>th</sup> 2024 PTO Board Meeting:

Motion: Mike Rabon

Second: Vanja Trivuncic

Passed Unanimously

Meeting Adjourned 6:15PM

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President

Date

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Secretary

Date