

HFFM PTP Pre-K—8

Parent • Teacher • Partnership

- PO Box 173 • Highland Falls, NY • 10928 • email: hffmptfk8@gmail.com and fmesptp@gmail.com
 - 2020-2021 Board: President, Christine Cahill – Vice President, Jenn Wagner – Secretary, Krista Bilodeau–Treasurer, Debbie Jersey– Trustees-Paula Rostron, Pricilla Young and one vacant Trustee position
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SPECIAL EXECUTIVE BUSINESS MEETING MINUTES **June 30th, 2021 via Google Meet @ 10:00a.m.**

Current Board Members:

Christine Cahill, **President** (CC), 2018-2022 Krista Bilodeau, **Vice President** (KB), 2021-2023

Jennifer Wagner, **Secretary** (JW), 2021-2023 **Treasurer** vacant

Trustees: Annual Term one year 2021-2022

Priscilla Young **Trustee** (PY) Monique Wolf, **Trustee** (MW) Nicole Kelly **Trustee** (NK),

Attendance:

Krista Bilodeau

Christine Cahill

Jennifer Wagner

Purpose of meeting: To review and make a motion to accept the resignation of current Treasurer, Debbie Jersey. To discuss how to fill vacant position and make necessary motions.

New Business:

a. Treasurer Resignation

- Debbie Jersey has submitted a letter of resignation and handed over all Treasury reports and records to KB on Saturday, June 26th.
- KB made a motion during meeting to accept Debbie's resignation, JW second, aif.

b. Filling Vacant Position

- CC composed email to PTP Board to see if any Trustees are interested in the vacant position or know someone who may be interested and able. No response yet. Said email included her thanks and that of the PTP to Debbie's years of service and all the work she has done with/for the PTP and the school community.
- CC to reach out to one or two active volunteer families to see if they are interested and able to fill the position until June 2022.
- KB to create a "job opening" type post to be posted to Dojo's and FB to fill the vacant position. Would like candidate to meet as many executive board qualifications as possible and have accounting experience or feel confident they can act as treasurer and keep or accounts and books in good standing. Should have experience in excel or the like.
- DJ left very detailed and complete records. Whomever takes over the position should be able to pick up where it was left off. If they need to speak with Debbie, KB will try to arrange, if necessary.

Other Business:

- CC emailed Mary Papa and Nancy Padula to get receipts for 5th Grade moving up. CC picked them up from the office. Receipts total \$168.64 and the PTP agrees to reimburse \$150 as agreed. CC made motion to write a reimbursement check to Nancy Padula in the amount of \$150 for 5th Grade Moving Up, KB second, aif.
- KB and CC to meet in-person with Mrs. Maldonado at HFIS on 7/21 at 10:30a.m. to discuss the 2021-22 school year, possible fundraisers and events.
- CC and JW will go to Key Bank to add JW to account and get account balances, change passwords, and get log in information for accounts.
- KB confirmed with DJ that we keep \$1000 in the checking account at all times, and transfer money from the savings to the checking when we pay bills.
- DJ gave KB PO Box key.

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- CC invited entire board to her home on 7/27 at 5p.m. for our summer meeting.
- KB to pass Secretary paper work and records to JW at the above meeting and show her how we take minutes.

Adjournment: 11:30a.m.

Next Public PTP Meeting: TBA