

Woodford County Middle School
PTO Executive Committee Meeting
September 3, 2008

Call to Order: The meeting was called to order by President Janine Coy-Geeslin at 5:34 p.m. in the library. Janine distributed an agenda (Attachment #1).

Officers Present: Anna Boggess, Janine Coy-Geeslin, Debbie Hall, Laurel Kratt and Dawn Powers. Ms. Koontz, Ms. Allison and Ms. Owen also were present.

501©(3) Filing: Janine Coy-Geeslin distributed Part IX Form 1023 (Attachment # 2), Attachment A (Attachment # 3) and Attachment B (Attachment #4). Janine stated that she has been completing the 501©(3) forms and that Debbie Hall provided financial information from 2004 to present for filing. There was discussion regarding incorporating Attachment B into Part IX. Items involved in filing will include PTO reimbursement forms, letters to parents, newsletters, minutes, articles and bylaws, requests for fundraisers and the budget. Ms. Koontz stated that the PTO should speak with Gail Binder since she will be approving the filing. Janine stated that she will call Gail. There was discussion regarding adding Schedule D because the PTO is a 509H3 and, consequently, does not need Schedule H. Dawn Powers suggested that the wording of "Chicago scholarships" be changed to "sponsorships" in order to avoid any confusion. Dawn Powers made a motion to have Janine Coy-Geeslin sign and send the forms if Gail Binder approves them. The motion was seconded and passed.

Debbie Hall stated that the 501©(3) filing fee will be \$300. Debbie Hall made a motion to pay the filing fee. The motion was seconded and passed.

Fundraising Letter: Debbie Hall showed a printout of Woodford County High School's e-mail indicating where a user would click to connect to the PTO site to print a donation form and suggested that the WCMS PTO put this on the school website. There was discussion regarding the expense of mailing fundraising letters. Debbie stated that it cost \$130 during the 2007-2008 school year. Dawn Powers suggested that requests for donations be sent via e-mail while the PTO finishes filing the paperwork to obtain 501©(3) status. Janine Coy-Geeslin indicated that it would be discussed at the next PTO Executive Committee meeting and stated that the e-mail would be followed by a bulk mailing. Anna Boggess will contact Sharon Timperman.

Other Business: Dawn Powers stated that Frank Hestand offered to prepare the tax returns for the PTO for free and noted that he has done them in the past for Huntertown Elementary's PTO.

Ms. Koontz asked for an update on the list of volunteers available to help in the office. Dawn Powers indicated that she does not have many volunteers who indicated that they would be able to help in the office, but that she will get a list of names to Ms. Koontz.

There was discussion regarding adding a request to the volunteer forms to complete background checks. Additionally, a request for classroom volunteers will be added to the daily e-mail announcements.

Adjournment: Laurel Kratt made a motion to adjourn the meeting. The motion was seconded and the meeting was adjourned at 6:08 p.m.