

# MAKALAPA ELEMENTARY PTA

## Executive Board Meeting Minutes June 30,2017

Call to Order: 12:06pm.

Attendance: Denise Arai (Principal), Miki Crisp (Secretary), Kris Duquette (Membership Chair), Shirlee Maluo-Smith (Corresponding Secretary, Co-Fund Raising Chair), Ibar Alvarez (President), Mercedes Libian (Event Coordinator).

Quorum: Yes

### Roles & Responsibilities of the Executive Board

#### President:

- Preside over all meeting of the association.
- Perform such other duties as may be prescribed in these bylaws or assigned by the association.
- Be a member ex officio of all committees except the nominating committee.
- Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.
- Attend Regional meetings or appoint a Board Representative to such.

#### Vice President(s)

- Act as assistant to the president.
- Perform the duties of the president in the absence or inability of that officer to serve.

#### Recording Secretary

- Record the minutes of all meetings of the association, both general and executive board.
- Have a current copy of the bylaws
- Maintain a membership list
- Perform other delegated duties as assigned.

#### Corresponding Secretary

- As assistant to the Recording Secretary
- Perform the duties of the Recording Secretary in the absence or inability of that officer to serve
- Provide necessary administrative/correspondence support to the Recording Secretary, the organization and the Executive Board
- Perform other delegated duties as assigned.

#### Treasurer

- Have custody of all funds of the association
- Keep a full and accurate account of expenditures.
- Make disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the association.
- Have checks or vouchers signed by two (2) persons, the treasurer and one other officer
- Present a financial statement at every meeting of the association and at other times when requested by the executive board.
- Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
- Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 13 of these bylaws.

Fund Raising Chair – coordinate and execute fund raisers

Membership Chair – coordinate and execute membership drive. Collect dues and issue membership cards.

Events Coordinator – coordinate all association events.

School events: Digital Citizenship Activity, sponsored by the school,

Makalapa PTA Facebook – find us on Facebook at Makalapa Elementary PTA

PTA Gmail account address – [pta.makalapaelementary@gmail.com](mailto:pta.makalapaelementary@gmail.com)

Adjourned: 2:03pm

Minutes recorded by Miki Crisp

