

Friends of Pulaski Board of Directors Meeting December 16, 2020

The Board meeting was called to order by Luann Ray at 7:08 PM

Please note: Due to the coronavirus in-person restrictions, this meeting was done via Google Meets teleconference.

MEMBERS

Jamie Ayers, Turf Committee – Present
Luann Ray, President, Secretary - Present
Melinda Green, Fundraising and Events Chair– Present
Bob Fox, Turf Committee Chair – Present
Michele O’Connor, Turf Committee – Not Present
Lezlie Mackie, Volunteers Chair – Present
Scott Suckow, Projects and Procurement, Treasurer – Present
Kellie Rogers – Communications Chair – Present

GUESTS

Principal Racasi
Aldo Avila
Henry Granados
Jamie Simone
Monica Pantanapichet
Stephanie Jackson
Diana Racasi
Yesika Calderon
Mayra Galvan
Guadalupe Gonzalez
Kathia Adame
Mary Ocampo
Leo y Linda Lozano
Lizeidi Marin
Nely Lema
Araceli Gomez

WELCOME AND INTRODUCTIONS

A motion was made by Luann Ray to approve the November meeting minutes and was seconded by Bob Fox. The motion passed.

PRINCIPAL UPDATE

- Turf Opening
 - Create communication and signage regarding the following restrictions/rules:
 - Dogs
 - Masks
 - Cleats
 - Bikes

- Technology Needs for Return to In-Classroom Learning
 - Web cameras
 - Student devices
- Teacher Lounge in Main Building (wall dividers)

Communication of turf rules and restrictions will be communicated by the school and FOP. Signs will be posted.

Mr. Granados discussed technology needs for teachers. CPS-issued devices are not accommodating all of the remote learning requirements. Scott Suckow will discuss further with Mr. Granados as more information becomes available from CPS on the in-person learning plan.

The main building teacher lounge has been converted to a care room. Items from the lounge have been moved to the cafeteria. Principal Racasi requested wall dividers to provide a teachers' lounge area. The Board will research this expenditure.

TREASURER

- Prepared and filed 2019 annual federal return (Form 990), filed late, was due 11/15/20
- Prepared 2019 annual state return (AG990-IL): needs signatures and then to be mailed, due 12/31/20
- Migrating existing QuickBooks account to a new, upgraded one. Significantly more features and \$400 less per year, I will then re-build financials going back to the start of the fiscal year (7/1/20) using a chart of accounts that will match with the tax filings. Should be done by the January meeting, but no financials this month.
- Need to pass resolution authorizing Luann and Scott on the PNC account and then purchasing cards can be added or deactivated as necessary
- **Anytime a p-card is used, a receipt must be e-mailed to treasurer@friendsofpulaski.org for tax purposes**

Scott discussed additional reporting requirements for 501(c)3 organizations with \$200,000 + annual fundraising amount. If and when the FOP meets this threshold, an outside accountant will be necessary.

A motion to pass resolution authorizing Luann Ray and Scott Suckow on the PNC account was made by Scott Suckow and seconded by Bob Fox. The motion passed.

Purchasing cards can be added or deactivated as necessary.

FUNDRAISING/EVENTS

- Minted.com thru 12/31 - raised \$501.05 to date
- Matching Gift Campaign raised \$5,710 in donations + \$5,000 match = \$10,710 total; discuss # of teachers/staff and how/when to distribute
- 2/27/21 Party with a Purpose Virtual Trivia Night
- 4/12/21 Chipotle Fundraiser
- McDonald's Drive Thru Fundraiser

The board will assist in the communication of the virtual PWAP to encourage ticket sales and participation. An extension of early bird pricing was discussed.

Luann will follow up with Principal Racasi regarding match campaign recipients.

The McDonalds fundraiser will be considered for May or when in-person learning resumes.

COMMUNICATIONS

- Newsletter Content

PROJECTS AND PROCUREMENT

- The 120 Chromebooks ordered in July arrived at Pulaski last week (12/11/20)
- Been gathering information on gym floors, front doors, and bathrooms (working with John the Engineer)

VOLUNTEERS

- N/A due to school closure

TURF COMMITTEE

- Status of Turf Project Remaining Items

Bob is working on quote for outstanding turf items.

There being no further business, the Board adjourned at 8:26 pm
Next FOP Board Meeting is Wednesday, January 20th at 7:00 pm.