

# **Friends of Pulaski Board of Directors Meeting January 21, 2021**

The Board meeting was called to order by Luann Ray at 7:02 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 – Present  
Lezlie Mackie, Volunteers Chair – Present  
Scott Suckow, Projects and Procurement, Treasurer – Present  
Kellie Rogers – Communications Chair – Present

## **GUESTS**

Michelle Sherman  
Monica Pantanapichet  
Steffani Pratico  
Courtney Kashima  
Eduardo Valle

## **WELCOME AND INTRODUCTIONS**

A motion was made by Luann Ray to approve the December meeting minutes and it was seconded by Jamie Ayers. The motion passed.

## **PRINCIPAL UPDATE**

- Principal Racasi was unable to attend call.
- The FOP recently purchased N95 masks and additional air purifiers for the staff. As more information is known about the back to school plan, she may discuss the need for plexiglass shields for teacher and student desks.

## **TURF COMMITTEE**

- Status of Turf Project Remaining Items

Bob provided overview of remaining turf projects (excavation of raised garden bed, adding perennials/shrubs, and pouring of concrete slab). As Bob works to negotiate the price, the Board made a motion to approve up to \$17,000 for this project. This motion was approved unanimously.

Bob and Michele resigned from the FOP board due to the turf project’s completion and their roles on the Pulaski LSC. The FOP is so grateful for Bob and Michele’s many years of service.

## **TREASURER**

- Submitted required annual state filing with Attorney General
- Moved Quickbooks to a discounted, more full featured plan
- Rebuilt chart of accounts/financials to match tax reporting requirements (can now provide reporting by event)
- Deactivated old P-Cards
- Setup a money market account to earn more interest on excess funds
- Moved credit card processing off of BluePay/Cardpointe/FirstData to Z2's NeonPay
  
- Clean up still to do:
  - Paypal Account
  - Credit card rewards account
  - Tax accounting tweaks for events
  - Understand D&O Insurance
  - Raffle License – (Scott will renew in March)
  - Increase credit limit on P-cards
  - General documentation of procedures

### **FUNDRAISING/EVENTS**

- Minted.com raised a total of \$567.15
- Matching Gift Campaign distribution (Luann to confirm the distribution list and timing of gift from Racasi)
- 2/27/21 Party with a Purpose Virtual Trivia Night 7-9pm
- 4/12/21 Chipotle Fundraiser 4-8pm

### **COMMUNICATIONS**

- Newsletter Content

### **PROJECTS AND PROCUREMENT**

- Luann and Lezlie worked with contractor to provide quote for some interior school improvements. Board is reviewing quote.

### **VOLUNTEERS**

- N/A due to school closure

There being no further business, the Board adjourned at 7:49 pm  
 Next FOP Board Meeting is Wednesday, February 17th at 7:00 pm.