

Minutes for LMES PTA Standing Rules Committee Meeting:

Location: Panara Bread Hanover Square

Time: 2:00pm-5:30pm

Date: 7/22/2023

Attendees:

Members in attendance: Brandi Davis and Nicole "Coley" McLaren

Members not in attendance: James Davis, Jaqueline Nelson, and Rebekah Basham

Agenda Items:

1. Read and Revise the LMES PTA Standing Rules, Policies and Procedures.
 - a. We will include the Budget Policies in the Revised LMES PTA Standing Rules
 - b. NOTE: Individuals committing to purchases may be held liable for any purchases not appropriately authorized, or in excess of the budgeted amount.
2. Goals of the Budget Meeting
 - a. Know the goals the LMES PTA is trying to achieve for the year and plan accordingly.
 - b. Invite board members to submit their suggestions
 - c. Review the program(s) proposed by the committees, including detailed expense projections
 - d. Review past budgets, income and expenditures
 - e. Establish probable income from all sources
 - f. Balance probable income with probable expenses
 - g. Determine the amount of carry-over funds to set aside to begin the operations at the beginning of the subsequent PTA fiscal year, prior to onset of fundraising activities
 - h. Unallocated Reserve Funds represent the amount remaining after making allocations for budgeted programs and activities and may be used to cover any unexpected unplanned expenses in the current fiscal year.

Action Items:

1. Approval of Standing Rules, Policies and Procedures, General Membership Vote and 8/17/2023
2. Inform LMES PTA Board Members, LMES Teachers, Faculty and Staff of updates and changes to the Budget Request procedure, LMES PTA President Brandi Davis, LMES PTA Secretary Nicole "Coley" McLaren, and LMES PTA Treasurer Jaqueline Nelson and 8/14/2023

Other Notes:

- Meet with Principal Mr. Brad Davis to ask permission to speak at the Teacher's Welcome Back reception.



Nicole "Coley" McLaren
LMES PTA Secretary

7/28/2023

Date of Approval