



Imagine Parents in Partnership, Inc.

# Board Meeting Minutes

**Date | time** 7/15/2015 5:00 PM | **Working Board Meeting** | **Location:** Conference Room, at 6401 Eldorado Pkwy McKinney, TX 75070

## 2015 – 2017 Parent in Partnership Board Members:

Claes Brameus, President | Cissy Oldner, Vice President | Amy Colandrea, Treasurer | Chuck Gore, Director of Programs | Vacant, Director of Communications | Ram Singh, Director of Committees | Siotha Vest, Secretary

## MINUTES MEETING OF THE BOARD OF DIRECTORS OF IMAGINE PARENTS IN PARTNERSHIP, INC.

A regular meeting of the Board of Directors of Imagine Parents In Partnership, Inc. (the "Corporation"), was held on July 15, 2015.

Time	Item	Owner
5:00 pm	<p>Welcome</p> <p>Claes Brameus, President of the Corporation, called the meeting to order and stated that the meeting had been called in accordance with the Bylaws of the Corporation. Siotha Vest acted as Secretary of the meeting.</p> <p>Establishment of Quorum to Vote: <b>Yes</b></p> <p><b>Board Members Attending:</b> Claes Brameus, Cissy Oldner, Amy Colandrea, Siotha Vest, Chuck Gore, Ram Singh</p> <p>No guest attended via telephone conference bridge nor in person.</p>	Claes
5:03	<p>Approval of Prior Meeting Minutes</p> <p>A. Reading of the Minutes to be published</p> <p>B. Any corrections statements - None</p> <p>C. Confirmation of Minutes from July 3, 2015 – Approved</p> <p>D. No board meeting minutes were given during transition. Final request for updates to be issued, or consider former minutes (anything in June) null.</p>	Siotha
5:05	<p>Officer Reports</p> <p>A. <b>President</b> – Status of litigation closed, filed and dropped. Files regarding suit transferred to offices of Mark Montgomery. Establish new branding with new vision. - Claes</p> <p>B. <b>Treasurer</b> – Meeting(s) with CPA continue to finalize 2013 tax filings. Still no transfer of accounts for the following items: Square (2 accounts), Paypal, itemized list of Assets from prior board. New bank account established July 1, 2015 currently has 2 signers and</p>	Respective Board & Committee Members

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Time	Item	Owner
	<p>checks ordered. Claes to reach out to known outstanding check holders. Requested to form financial committee with volunteers. Reimbursements for checks that were written but not deposited in June would be re-issued with proof or use of the reimbursement request form. We are unsure why checks are written, to whom, and if they fall into budget the former board had authorized. We were given an Email stating we had less than \$500 to use, all funds were used in final checks. Checks were issued until the last day of June, but not all sequence numbers of checks have been recorded as written or not. Due to tax filing situation, CPA and Treasurer noted we need to set aside the funds via a Set Aside Motion to remain within non-profit operating status. <b>Motion to set aside funds for legal purposes based on the established amount by the CPA &amp; Treasurer– approved by board.</b> A new operating budget needs to be established. – Amy Suggested items for new budget (group collaborates)</p> <ul style="list-style-type: none"><li>• Legal Fees</li><li>• Marketing</li><li>• Insurance Additional Policy</li><li>• Membership Management Software</li><li>• Financial Committee Training</li></ul> <p>Amy needs current assets, and ownership listing. Siatha Vest to log them for group.</p>	
	<p>C. <b>Programs –</b> Need to identify what programs are feasible, unified and have volunteers. The current fall picnic is booked during fall break, and has a committee running it. Board members set this as review item since many families will not be available to volunteer nor attend. Need to meet with all remaining committees for status updates and goals for 2015-2016 school year. **Programs goal is to utilize money for growing our parents community and benefit the entire community of IIANT students.</p>	
	<p>D. <b>Committees –</b> Need to recruit, or update the following committees –</p> <ul style="list-style-type: none"><li>• Bylaw Committee</li><li>• Financial Committee</li><li>• Events to keep – vs events that are not profitable – ie Family Fun Night per CPA for three years netted less than \$10K total.</li></ul>	

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	<p style="text-align: center;">**Conflict with former board’s publishing of numbers** Follow up required.</p> <ul style="list-style-type: none"> <li>• Fall social and spring social are good for the community but financially we need to have operating cash established early in the year</li> <li>• Teacher Appreciation</li> <li>• Spirit wear</li> <li>• Membership Committee</li> <li>• Spirit Nights</li> <li>• Parent Communications</li> <li>• Room Mom’s – Class parties</li> </ul> <p>E. <b>Communications</b> – We need to access the website, and facebook pages for updating news and events for PiP. IIANT’s Sunday email blast can have information from us. Cissy to coordinate until we find a good communications person.</p> <p>F. <b>Membership</b> – Software / Websites are being reviewed. Basic reviews are showing cost of starting a new easy to use membership management portal from \$10/mo to \$10K startup. Siotha to propose a new system with the following key features:</p> <ul style="list-style-type: none"> <li>• Membership Management/ Dues collection Online</li> <li>• Directory / Student family contacts to be generated on demand</li> <li>• Event pages for members and non-members depending on events</li> <li>• Sign up / Volunteer drives system in one central location</li> <li>• Email, SMS, Facebook communications all through the easiest method for communications manager / team.</li> </ul> <p>G. <b>School Board</b> – We would like to have at least one of us go to IIANT school board and represent the parent organization routinely. This could be done by board members or by committee. We would like to meet with School Faculty or Board. However, we have a liason that is assigned to us – Karen Kimball.</p>	
5:20	<p>Current Action Items / Unfinished Business / Special Orders</p> <ul style="list-style-type: none"> <li>A. Reconciliation of books – Amy</li> <li>B. Budget Adjustments – Awaiting more financial data</li> <li>C. Chair Work Distribution – Cissy to write the general communications, Siotha to work on membership website, distribution channels.</li> <li>D. Transition of assets to new board members – Awaiting former board</li> <li>E. Communications of vision / rebranding – Claes to establish new vision.</li> </ul>	Claes

[Continued]

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Time	Item	Owner
	F. Legal Actions & Updates – Claes & Cissy G. Membership Management Software – Siotha H. Identify returning volunteers and community events to plan for Fall– Chuck & Ram I. Follow up with Fall Picnic group regarding Picnic Date / Location – J. Log Assets / Inventory – Amy, Siotha, Claes	
5:35	New Business:  A. From the Board - <b>Motion to make PiP a cashless organization.</b> Discussion – use the cash register system Square provides to track and update membership, events tickets, and spirit wear. <b>Vote: Approved.</b> Need to accept Credit / Debit cards or checks to school going forward. No class dues handled by PiP. New cash handling (money handling / transaction logging) guidelines to be established.  B. From the Floor – Will we keep bike rally, and do we have a schedule yet for evens? (Per an email request from a parent). To be followed up with next week’s board meeting. Invite all committees to give updates and join for board meeting.	Cissy
6:10	Announcements / Upcoming Event Reminder Next Board Meeting: July 23 <sup>rd</sup> Back to School Nights in August need spirit wear and membership drive	Claes
6:30pm	Adjournment	Claes

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