

PORTOLA FAMILY & FACULTY ORGANIZATION (PFFO) MEETING

TRANSITION OF BOARDS MEETING MINUTES

AUGUST 1, 2023, AT 5:15PM

HELD AT PORTOLA ELEMENTRY STAFF LOUNGE 6700 EAGLE ST. VENUTRA CA, 93003

I. CALL TO ORDER

II. ROLL CALL

Present

President:	Megan Matheson
Vice. President:	Raelene Gomez
Treasure:	Monica West
Financial Secretary:	Vacant
Secretary:	Elizabeth Eccles
Co-Secretary:	Grace Grieco
Social Media:	Kelly Nunez
Historian:	Lucia Perez

Also to be present: Dr. Garcia

III. DISCUSSIONS

A. Financials

1. Authorized Signers: Discuss turnover if needed.
2. Accounting Software
 - a. Migration to cloud base
3. Taxes/Nonprofit Status: Megan Matheson to report.
 - a. Board Resolution Options

B. Communications/Fundraisers

1. Social Media Platform:
 - a. New Website
 - b. Consolidation of internet account
2. Discuss dates of fundraiser for 23-24 year. To be reviewed and possible approval of event dates.
 - a. Axxes Fundraiser
 - b. Portola Adventures
 - c. Ice Cream Social
3. Prop28: Dr. Garcia to report.
4. Spirit Gear:
 - a. Inventory of items.
 - b. Silk Screener: discuss cost/purchasing
5. Community Building:
 - a. Stronger Community Involvement within the school.
 - b. 45 years of Portola Shining

IV. AJOURNMENT