

PORTOLA FAMILY & FACULTY ORGANIZATION (PFFO) MEETING

TRANSITION OF BOARDS MEETING MINUTES

JUNE 28, 2023, AT 5:30PM

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

I. CALL TO ORDER

Meeting was called to order at 5:00pm.

II. ROLL CALL

Present

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

Also Present: Dr. Garcia, Denise, Aubrey, Stephine, Jennifer, Maru.....(We will need last names and if there is anyone we forgot.)

III. NEW BUSINESS

A. Financials

1. Authorized Signers: Board unanimously approve Megan, Rita and Monica as signers on the account and Monica West as card holder. Transitions of funds will commence after the last checks of outgoing Board has cleared.
2. Taxes: Both Boards discusses nonprofit status which IRS is letter is stating federal taxes were not received, while state taxes were filed. The incoming Board will need to contact IRS to have the nonprofit status reinstated. Megan will contact IRS and Monica to assist when needed.
3. Financial Obligations: Denise ___ advise that the PFFO pays for Excel Math and library guild yearly.

B. Communications/Fundraisers

1. PFFO is a paid membership and flyers needs to be sent out to all parents.
2. Social Media Platform: Instagram and Facebook are the current platforms in use.
3. A list of Fundraisers was provided to the incoming board along with when there were held. The new Board is not obligated to do the same fundraisers. Ninja Worrier was very successful this year as it was held closer to spring break this year.
4. Prop28: Prop 28 is a newly state funded art and music program Dr. Garcia advised, which may present an opportunity to do a joint event.
5. Assists: inventory will need to take place the two areas are the PFFO office and shed. Inventory date is TBD.

IV. AJOURNMENT

Meeting adjourned at _____