



Date: 1/24/24
Time: 12:00-1:00 PM
Location: Teams

BOARD MEETING

Meeting Minutes

Call to Order— 12:01pm

Participants – Adriana Publico (AP), Lisa McNeill (LM), Naveed Frank (NF), Tony McMillen (TM), Caitlin Davis (CD).

OPEN SESSION

- I. Approve Minutes from 1/17/24 meeting. Motion to approve by Lisa, seconded by Adriana.

- II. Review Action Items
 - a. Adriana – Enrollments, Attorney
 1. Over 100 enrolled.
 2. Sent questions to attorney (Alex V.), has received the info and spoken to WCSD legal counsel, will have reply in day or two.
 - b. Lisa – Secretary of State filing – NF shared logins. Registered agent could be an attorney if they accept the responsibility and must file as agent with the state. Another option where “Registered Agent” is an officer of WPTA and establish a business with the state, this person signs, \$60 fee every time agent is changed. Under APTA we were Domestic Non-Profit Corp. We may have to file exemption with the department of taxation b/c we are not selling services, goods, or stock. LM to do more research. More information in NRS Section 82. AP suggest if Alex is willing to review and submit initial paper work, having the law firm as Registered Agent would be longer standing that elected WPTA positions for future filings with the State. Can’t open bank account until Secretary of State’s filing is complete. LM suggests NF + LM to fill out much of the paperwork, have Alex review, and file ASAP with Secretary of State so that we can try to open bank account before 2/1/24.

- c. Naveed – Bank Account – has been receiving emails that old APTA bank account password has changed, running out of checks. What should we do here? TM recommends doing nothing until Alex advises, being locked out is inappropriate with APTA still as an organization, one person cannot/should not lock others out of the account. Wait on Alex V. Who should we have on the bank account? Agree to NF + AP, not the officer position but the person. To have dues deducted we need to have Auth ACH form (Bank, bank address, routing number, bank account number, email address) + W9 (tax ID#, address, etc.) filled out and submitted to the district.
- d. Tony – Negotiations – haven't sent out too much specific information, starting to get questions. Response has been that we have meetings scheduled, want to try to send out this information on personal emails. "We're meetings and working." We are meeting on 1/24 face to face, have provided general proposals but no specifics. Will meet again on 1/29/2024 all day. Information will change in the next few days. Will need to be ready to quickly ratify (min. 48 hours) the contract when we get to a TA due to timing with Board Meetings. Will be after 2/1/24 most likely. Good to have Teams/Zoom meeting(s) for quick approval. Next week, AP will send out (to active members) update with ratification procedures highlighted for member participation for quick ratification. Allow several zoom meetings so all can attend and participate.

III. Updates/Next Steps

- a. Enrollments – Deadline of 1/26/24. On 1/30/24 AP will share list of who signed up and separate those who did not. AP will send LM names with ID number for payroll purposes only.
- b. Negotiations – In process.
- c. Legal Counsel – No updates, waiting to hear from reply. Alex talking to Dreher for updates on existing grievances. TM hoping to get meeting today with district about possible resolution besides previous plan. Not dropping but good to consider precedent moving forward.
- d. Bank Account – AP + NF to work out time to go to bank together on 1/30 or 1/31. NF will schedule an appointment. Inquire about what to bring to set up.
- e. Other Setup items – Secretary of State filing, W9, ACH forms required by 1/31/24 to present to WCSD on 2/1/24. LM to confirm that list of names if only information needed by 2/1/24.
- f. Past meeting minute storage – Final open meetings sent to AP. For security for closed meetings have a gmail account with storage drive. Need repository for all formation documents, past correspondence with attorneys, negotiations documents, and best practice for future storage and organization. Closed meeting minutes to never be sent on WCSD email. Set up of gmail not urgent, wait until website is formed.
- g. Upcoming Employee Resource Fairs – 2/29/2024 & 5/10/2024 – AP is working with HS for 1000+ people hired since June. At the point of hire employees don't have good

access to all benefits and offers to WCSD employees. Prizes, catering, fun, student musicians, all associations invited. Times are 3:30-6pm at Hug HS. Good opportunity to recruit, learn from fellow association leadership.

CLOSED SESSION

- I. See closed meeting minutes 01/24/2024.

Next Meeting – 01/31/2024

Meeting Adjourned – 1:08pm

Action items	Owner(s)	Deadline	Notes
Member info	AP	1/31/24	Provide active member names for payroll deductions by 2/1 to WCSD
Bank Account opening	AP + NF	ASAP	Set up appointment at GNCU
Secretary of State filing	LM + NF	ASAP	Needed to open bank account
ACH + W-9	LM + NF	ASAP	Needed for payroll deductions
GMAIL	AP + CD	TBD	After website established for closed meeting minute storage, desk reference for board members, records, etc.