



Date: 02/27/2024
Time: 12:00-1:00 PM
Location: Teams

BOARD MEETING

Meeting Minutes

Call to Order— 12:04pm

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

OPEN SESSION

- I. Approve Minutes from 2/21/24 meeting. Approved.

- II. Review Action Items
 - a. Lisa – Tax ID revision letter: LM needs a copy of original application form 1024 (from NF or AP); member dues check from WCSD update: LM will follow up; 3/19 Social location: allow Confidential ProTech employees to come to social as long as no confidential items discussed. LM will check on the 2 other places suggested, South 40 seems good and order apps earlier in day, LM to call Napa Sonoma as backup; Budget: rough draft sent to TM & AP.
 - b. Lisa & Naveed – GNCU account set up status: no word on if they will accept with application only.
 - c. WPTA pay updates possible for March, LM will follow up with Lisa Mae. District has been pushing hard for this to be done ASAP. HR has communicated April but we are advocating for March. TM to send out timing info with signed contract. Retroactive pay will be April, we are on the agenda for March (?) April (?) for SB231 with IFC. Vicki Campbell (Communications) was tracking, she may know. Retro and SB231 will come at different times.
 - d. Adriana & Tony – Scholarship application due date(?): AP wants to send out prior to spring break and deadline can be whenever. AP will send out week of 3/18, applications due by end of April. Include letters of recommendation (for student applicants) from

teacher/coach/work supervisor or other adult familiar with talents and future goals. Due Tuesday 4/30. Announce by end of May for the 24/25 academic year. Dollar amount of "up to \$1000" with no commitment to total number. Decision will be made when we decide who to award to.

- e. Tony – General Insurance Committee WPTA Representative: need someone intending to stay on committee for a long time.
- f. All – 2/27/24 BOT meeting attendance from 2-3pm: TM, AP, LM to attend.

III. Updates/Next Steps

- a. AP update scholarship form, almost ready on sick leave bank form with language that "retiring from the district" so that members can donate 10 days to sick leave bank. Create sample resignation letter with "retiring from the district" or "employee is retiring services to WCSD." Let's continue discussion more next meeting.
- b. AP to create a shared folder to contain forms, receipts, etc.

IV. Tabled & Ongoing Items

- a. Current enrollment count 138 (if enrollment over 138 members, WPTA should lower monthly dues. Can't earn more than \$50k each fiscal year without paying taxes per 501(c)(5) regulations.)
- b. WPTA start up fees payment (pending \$5,100 invoice from Chief Negotiator, reimbursement to AP for IRS filing \$600, reimbursement to LM for state filing of about \$120, RRV services to date, social expenses).
- c. *Sick Bank update with WSPA (AP to reach out in June 2024, unless they settle before that time)*
- d. *Update By-laws (Summer/Fall 2024 with new board) – Grievance and complaint processes, who handles what, reducing dues, annual budget*
- e. Yearly Officers and Board's Responsibilities and training (AP working on, no updates yet, will email out when draft available)
- f. General Insurance Committee WPTA Rep & posting insurance info updates periodically on WPTA website.
- g. *D&O Insurance – not ready to do anything until we can write a check.*
- h. *UFCU bank account with APTA – table until EMRB resolution*
- i. EMRB filing by APTA – 2/27
- j. Employee Resources Fair – 2/29/2024 & 5/10/2024: LM to take flyers and tablecloth.
- k. Scholarships, target week of March 18th to send out application forms, target due date of end of April.
- l. *Gmail and Website – table until we have bank account set up.*

CLOSED SESSION

I. See CLOSED SESSION meeting minutes dated 02/27/2024.

Next Meeting – 03/06/2024 at 12:00pm.

Meeting Adjourned – 12:54pm

Action items	Owner(s)	Deadline	Notes
Tax ID Revision Letter	LM	ASAP	Needs original application form for reference from AP or NF.
Bank Account	LM & NF	ASAP	Continue working on setup
Social Location	LM	3/19	Check other suggested locations, or confirm South 40
Insurance Committee Rep	All	ASAP	Select member that will be active on committee for extended period (years) of time
WPTA Forms	AP	3/18	Scholarship App Form: send out to membership the week of 3/18; Sick Bank Form: finalize soon
Share File	AP	ASAP	Set up shared file for forms, receipts, etc. <i>(Completed 3/4/24)</i>
Budget & Projections	LM	Ongoing	As time allows