



Date: 03/06/2024
Time: 12:00-1:00 PM
Location: Teams

BOARD MEETING

Meeting Minutes

Call to Order— 12:02pm

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

OPEN SESSION

- I. Approve Minutes from 02/27/24 meeting. Approved.

- II. Review Action Items
 - a. Lisa – Tax ID revision letter, 501(c)(5) status, Budget: NF to send 1024 form to LM today, NF can get IRS letter out today also. LM has dues check ready to deposit when location known.
 - b. Lisa & Naveed – GNCU account set up status: LM has not contacted. If NF can send 1024 form then LM can discuss options with GNCU and UFCU.
 - c. Lisa – Social: LM has conversation with Great Basin in Sparks and willing to do our party, waiting on menu with prices. Napa Sonoma is pricier and requires a deposit. Choice between South 40 and Great Basin Sparks. AP wants to send out info to membership this week with location.
 - d. Lisa & Adriana – 2/29 Employee Resources Fair: LM attended and only had about 40 new hires, 5/10 all employees will be invited and can decide later to have table for WPTA or not. We may not gain much and can go to have an appearance. WPTA recruits will come from direct outreach to non-active members.
 - e. Adriana – Forms (Sick Bank and Scholarship): Draft of sick bank usage request form in shared folder, “final” version of scholarship application in shared folder. All to review and provide feedback as needed. CD will create the fillable forms when ready. AP created spreadsheet with board member responsibilities.

- f. All – General Insurance Committee WPTA Representative: TM has offered to continue to be our representative for the “short-term.” For the longer-term we should find somebody. These are monthly meetings all year round. Put out request for interested member during the upcoming elections. Have that person attend a few meetings to determine if they would like to continue with the responsibility. Term length not defined in By-laws. LM suggest commitment of minimum 2 years. Meetings are 3rd Wednesday of the month. TM suggests 3 years minimum and go through legislative budget cycle.

III. Updates/Next Steps

- a. WPTA News Updates to Membership – information to include in communications and frequency: AP to send out updates to membership with scholarship form during week of 3/18 with reminder about social on 3/19. Info to include negative financial situation, and drinks are to be purchased by members, confidential members are invited so no confidential discussion. We will know by then when retro pay will happen. Want to inform membership before 10th of the month so that they can change their withholdings before pay increase. LM will check with Lisa Mae today. AP wants to draft communications together and have TM send out. LM will draft (option for social info and no retro pay in March, option for social info and retro pay to come in March and direction to IRS estimator to determine new withholdings.) TM will send on Friday 3/8. SB231 won't be approved until April and payment won't come until May.
- b. TM + AP met with Superintendent McNeill and Katie Weir (monthly) – Brought up ending of ESSR (AB495) funds, TM and LM met with HR on 3/5. Not sure how many ProTechs affected by that. LM says only a few members, about 5. Those positions are in Intervention, Parent University, and AP's position. LM experience that these positions usually get funded.

IV. Tabled & Ongoing Items

- a. Current enrollment count 139 (if enrollment over 138 members, WPTA should lower monthly dues. Can't earn more than \$50k annually 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, Alex has invoice issued for work with district court for \$787.50). LM suggest to try to have bank account in next 2 weeks, pay half of Virginia and half for Alex. LM to see what answers she can get today. Checks from WCSD are void if not cashed within 180 days.
- 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. Vote on TM continue as representative. Approved.
- 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. *Employee Resources Fair – 2/29/2024 & 5/10/2024*
- j. Scholarships, target March 18 to send out application forms, applications due date April 30th.
- k. *Gmail and Website – table until we have bank account set up.*

CLOSED SESSION

- I. See CLOSED SESSION meeting minutes dated 3/6/24.

Next Meeting – 03/13/2024

Meeting Adjourned – 1:15pm

Action items	Owner(s)	Deadline	Notes
Tax ID Revision Letter	LM	ASAP	
GNCU Account	LM & NF	ASAP	Opened on 3/12?
Social	LM	3/19	Great Basin Sparks 3-6pm!!!
Sick Bank Form	CD	ASAP	Create fillable form
Update Email to membership	AP	Week of 3/18	