



**Date:** 03/13/2024  
**Time:** 12:00-1:00 PM  
**Location:** Teams

# BOARD MEETING

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## Meeting Minutes

Call to Order— 12:06pm

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

### OPEN SESSION

- I. Approve Minutes from 03/06/24 meeting. Approved.
  
- II. Review Action Items
  - a. Lisa – Tax ID revision letter, 501(c)(5) status, Budget: 501(c)(5) status still pending but nothing pops up yet, waiting to see what happens in response to letter NF sent. No updates on budget right now.
  - b. Lisa & Naveed – GNCU account set up status (3/12): Account and routing numbers to come, order checks via Office Depot, got to branch to receive debit card same day. Account type opened is an “Unincorporated Account” and will change later when we receive the letter. At the end of the fiscal year (6/30) we have to file an exemption and are allowed 4 months past to file (990-N filing). NF will have to set up ACH form submitted for direct deposit to bank account, a few days before 3/22.
  - c. Lisa – Social 3/19 from 3-6pm at Great Basin Sparks!: AP to send out social RSVP to get a head count (members buy own drinks, WPTA to purchase appetizers)
  - d. Caitlin – Forms: sent fillable sick bank form to AP.
  - e. Adriana – Will start working on a website because we have a debit card now!
  - f. All – General Insurance Committee WPTA Representative: discuss when TM back.

### III. Updates/Next Steps

- a. WPTA News Updates to Membership week of 3/18 – TM sent out info last week with union updates, AP to send out RSVP form on 3/14, on 3/18 AP to send out social reminder and scholarship application form.
- b. TM + AP met with Superintendent McNeill and Katie Weir (monthly) – next meeting on 3/20.
- c. After 3/20 board meeting, suggest reducing frequency of WPTA meetings.
- d. Budget – what to pay first?
  - i. Social (now)
  - ii. Half of what we owe Virginia (now)
  - iii. Half of what we owe Virginia (after 3/26)
  - iv. Pay RRV Attorneys (after 3/26)
  - v. Other reimbursements (after 3/26 possibly, or 4/26)
  - vi. Set aside money for scholarship payout

### 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 30<sup>th</sup>.
- k. Gmail and Website – AP to look at setting up website soon.

CLOSED SESSION

- I. See CLOSED SESSION meeting minutes dated 3/13/2024.

Next Meeting – 03/18/2024

Meeting Adjourned – 12:42pm

Action items	Owner(s)	Deadline	Notes
Calendar for Positions	ALL	3/20	Discuss during the 3/20 meeting (in shared folder)
BOT Public Comment	TM	4/9/24	Public comment at BOT meeting renouncing political bullying towards Beth Smith.
Sick Bank	AP	3/18/24	Lifetime maximum.
BOT Elections & Endorsement	AP	3/18/24	Who and how to endorse BOT members running for (re)election in 2024.
Website	AP	Ongoing	
Gen. Insurance Committee	TM	Ongoing	