



Date: 05/14/2024
Time: 11:00am – 12:00pm
Location: Teams

BOARD MEETING

Meeting Minutes

Call to Order— 11:07 am

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

OPEN SESSION

- I. Approve Minutes from 04/25/24 meeting. Approved.

- II. Review Action Items
 - a. Lisa + NF – Tax ID revision letter, 501(c)(5) status, 8832 Form: LM reviewed 8832 form and 2 boxes are questioning, NF waiting to talk to IRS. We may have to find an accountant that can help up submit or understand forms. AP may have an IRS connection. NF to walk into Reno IRS location: 300 Booth St, Reno, NV 89509.
 - b. AP – Sick bank division ProTechs/Psychs/WSPA: Principals accepted 25/25/50% split of sick bank balance, leaves approx. 50 days balance for ProTechs and will need to do special assessment (when balance falls below 100, every member contributes 1 sick day) in July or August. On June 30th, Sara Mauer will give updated balances to each association.
 - c. NF – Financial Report + Budget: Financial Report format is good and all expenses are caught up now. Approved. Budget is a good start, adjusted during meeting, would like to add yearly membership gift for discussion after July with new Board, review budget again at next meeting. Add carry-over balance from previous year. Provide general description of what each line item includes for ease of membership understanding. Post budget on website with meeting minutes. LM suggest providing budget if requested by membership and not post of website.

- d. All – Scholarship Applications Award (APTA drafts for student and institution award; check issuance date should be stated + request from the recipient the institution, proof of enrollment, student number; WPTA issue (6) \$1000 checks on or before 7/1/24): Recipients were notified on 4/30. AP will personally deliver checks to UNR.
- e. TM + AP – 4/30 Superintendent & Katie Weir meeting: Went over topics related to existing reclassifications and reorganizations with current members and want to make sure people are accounted for correctly, discussion about position loss with grant funds no longer continuing, Dr. McNeill discussed advanced placement for new hires and should hit the email soon.
- f. TM + AP – Superintendent finalists meeting with Beth Smith: discussed strengths/reservations about all applicants, she was willing to listen and share.
- g. LM – current list of WPTA members is now fixed!

III. Updates/Next Steps

- a. WPTA News Updates to Membership: next update planned for 5/15 with board elections ballot to be kept open for 9 days. Winners announced on 5/24. 2 members are interested in Insurance Rep, TM will meet with them and determine who should fill spot.
- b. *TM – APTA upcoming dates?*
- c. D&O Insurance: LM to start working on this.

IV. Tabled & Ongoing Items

- a. Current enrollment count **142** (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. *Update By-laws (Summer/Fall 2024 with new board) – Grievance and complaint processes, who handles what, reducing dues, annual budget*
- c. *General Insurance Committee WPTA Rep & posting insurance info updates periodically on WPTA website. Current rep is Tony McMillen.*
- d. *UFCU bank account with APTA – table until EMRB resolution*

CLOSED SESSION

- I. See closed session meeting minutes dated 5/14/2024.

Next Meeting – 6/03/2024 at 2:30pm.

Meeting Adjourned – 12:10pm

Action items	Owner(s)	Deadline	Notes
IRS Update	NF	ASAP	Able to walk-in to physical Reno location? Need an accountant for help?
Budget Review	NF	6/3/24	Review changes to budget as discussed on 5/14/24
Scholarship Checks	AP	TBD	Deliver to UNR