

**Young Elementary School
PTC Meeting at Clovis East High School
January 16, 2020**

Those present: Jamie Zarcone, President; Jynessa Rocha, Treasurer; Amanda Nevin, Secretary; Brittany Sedley, Membership Chair. Staff Present- Kacey Gibson, Principal. Melanie Allen Office Manager

1. Tax Id is done, we have an EIN number now. Can start taking money and fundraising.
 - a. Someone suggested approaching the American doll company as they are a good and easy organization to help with fundraising.
2. President Jaime sent out the by-laws to the executive board for review prior to the meeting. We have the articles of incorporation completed as well and once we have the by-laws and the articles done, we can send it to the state to get our 501c3 application completed
3. By-Laws Discussion
 - a. Executive Board—5 board members who will be signing the By-Laws
 - i. Only those who are on the executive board will be voting members for executive board decisions.
 - ii. Decisions being brought to a PTC meeting would be open to all voting members who have membership in the PTC.
 - b. One suggestion regrading finances: any request to spend over \$500 at a meeting would be tabled at the PTC meeting in order to give people time to voice their opinion and then it would be provided for the body to vote. On the rare occasion that it is needed sooner than a meeting the Executive Board would make the decision.
4. We will ask people to participate with PTC by showing up to meetings and asking the PTC for help.
5. Motion to approve the By-Laws as presented by President Jaime **M/S/P**
6. Motion to approve the articles of incorporation by President Jaime **M/S/P**
7. We will need to begin to acquire some library books for the new library. If you have books save them. We could send out requests to the CUSD community to get books and donations. We could begin to ask for monetary or in-kind donations once we finalize the 501c3 application and have a bank account.
8. Once we have the affairs in the order, we will need to get a bank account. Central Valley Community Bank was suggested as a good bank to utilize for our finances. CVCB works with Clovis schools and knows the process that Clovis schools use.
9. Janet L. Young PTC will be what is registered with the state (Young PTC)

10. We do have a PTC email. Heather is doing social media; Jaime will give information to Melanie to work with setting up the PTC email account so that Jaime doesn't have to do all of the interfacing with the email address. The new address is
 - a. Yes.cusd.ptc@gmail.com
11. Spirit Wear- we have reached out to 8 companies, 3 have given examples. Square Heart was the one that was the most encouraging to use. They informed us that as we are doing our spirit wear now, we can set our design for next year and lock in our design so other schools could not utilize the same designs and we could set up spirit wear now to begin selling. They can do everything, they take care of all of the sales, they would cut us a check once a month, they take care of all of the customer service issues. They are a non-profit organization; they help utilize and teach Fresno State Interns the business and design aspects of a company like this. They deliver to the school. The shop is open all year round so you can order throughout the year; the price stays the same; there is no minimums. They outsource the screen printing with the large quantities and work with other companies that have similar values to do large screen printing but everything else is done in house.
12. Groundbreaking shirt will be our Logo with est. 2020 on it and it will be in grey.
13. Next PTC meeting will be on February 20, 2020 following directly after Kacey's Talk.
14. Motion to close the meeting at 7:07 pm **M/S/P**

Minutes Respectfully Submitted by Secretary Amanda Nevin