



**Parent Crew Foundation
Meeting Agenda
Thursday, April 15th, 2021
5pm at RSS**

- I. Welcome
- II. In Attendance:
 - Tiffany DeYoung, President
 - Allie Waltee, Vice-President
 - Brittnee Pierse, Treasurer
 - Jaclyn Bradley, Secretary
 - Rachael Kelley, Director of Communications
 - Jen Mouttet, Board Candidate
 - Sheila Townsend, Board Candidate
- III. Overview of board bylaws and upcoming board election
 - Tiffany described the situation that we are in.
 - The board changed the bylaws last year in order to keep members for three year terms (instead of two) in order to maintain consistency during the principal transition period.
 - With the upcoming election we realized that the most recent bylaw change hinders the board having consistent elections each year
 - The recent bylaw change also created inconsistencies in language throughout the bylaws
 - Since our current Treasurer, Brittnee Pierse, is ending her terms on the board we see a need to have a board member in the Treasurer position that has a very specific skill set in order to understand and execute the Treasurer duties in the best way possible; a protection of the investments the REMS community has made over the years.
 - The board has also identified a need to add another member of the board as an At-Large position to help execute increasing duties of the board.
 - In addition to the position of the Treasurer and Vice-President (or two spots on the board) being open during this upcoming election, Tiffany is stepping down from her position as Board President, effective in May, which then automatically moves Allie Waltee to the President position. Allie will serve the remainder of Tiffany's term which was set to expire at the end of the 2021-2022 school year.
- IV. Proposed Changes
 - A. Board Member Terms
 - Change the bylaws back to members having two year terms, instead of a three year term, effective immediately. Therefore, Jaclyn Bradley and Tiffany DeYoung's (now Allie Waltee's) term will expire at the end of the 2021-2022 school year. All board members appointed/elected this Spring will have terms until the end of the 2022-2023 school year, at which point they may choose to rerun for a board position.
 - B. Treasurer Position
 - The Principal of REMS will appoint a Treasurer, the board will vote to approve the appointment.

- This board member who is appointed will need to meet a minimum skill set set forth by the board
- This board member will have full voting rights as all other board members

C. At-Large Position

- The board will amend the bylaws to add an At-Large position.
- This position will have specific duties that will be discussed in future meetings

D. Role of Staff Representative of the Advisory Committee

- Currently the advisory committee is fulfilled by Trena Hand (Principal) and Allison Armour (Staff Rep)
- The Staff Representative would be elected by the entire staff of REMS to serve for a year. This position would continue to bridge communication between staff and the board.

E. Role of Principal

- Since we would have an even number of board members, in the case of a tie during a board vote, the Principal would be the tie-breaker

F. What the new PCF Board would look like:

All board members would have full voting rights, the majority of the board would be elected by the REMS community:

- President-elected position
- VP-elected position
- At-Large-elected position
- Secretary-elected position
- Treasurer-Appointed position
- Director of Communication-Appointed position

V. Motion

- Brittnee makes the following motion to amend the board bylaws to make the following changes:
 - The board commits to use parliamentary procedure to add structure and order to the meeting
 - Change board member terms back to two year terms, effective immediately
 - Principal will appoint the Treasurer and the board will vote to approve the appointment
 - Add an at-large position to be elected immediately
 - Make Principal the voting tie-breaker in case of a board member tie
 - Staff member of Advisory Committee is elected by the staff for a yearlong term
- Allie seconded the motion, the board voted unanimously to approve the bylaw changes.

VI. Upcoming Timeline

- Tiffany will compose a letter to the community to share the new changes and will get it in next week's newsletter (Thursday, 04/22)
- Trena will move forward to appoint Sheila Townsend as the new Treasurer
- Jen Mouttet and Gina Meachum, running unopposed, will be welcomed on the board to serve their two year terms as elected members of the board at the end of this school year, beginning in June. Specific positions (Vice-President and At-Large) will be discussed and decided upon during the first official board meeting of the new board.
- The current board will continue with their previous scheduled board meeting on Wednesday, April 28th.
- The current and new board will have a transitional meeting/celebration in the month of May.
- Suggested tasks for the new board:

- Create a list of qualifications for Treasurer and stipulations on what happens if no qualified person is available.
- Consider how roles are decided; advertised before election or decided upon after election.

VII. Old Business

- On Wednesday, 04/14 Allie Waltee brought up a financial request from Trena, for the Parent Crew Board to sponsor a staff breakfast for the Staff Professional Development Day on Monday, 04/19.
- Brittnee made a motion to approve \$200 to sponsor the staff breakfast, Allie Waltee seconded the motion, all board members were in unanimous agreement to approve the motion.