

**KEY BISCAWAYNE COMMUNITY SCHOOL PARENT TEACHER ASSOCIATION
SPECIAL MEETING**

JUNE 4, 2015

The Meeting was called to order by Nicole Marley, President at 8:55 AM in the KBCS Media Center.

In attendance were the executive officers of the PTA, Nicole Marley, Carolina Valles, Marina Ventura, Suli Olavarria, Milonga Carrera, Kate Asturias, Betsy Londono and members of the PTA. A sign-up sheet was circulated, and is on-file with the Recording Secretary.

Notice had been published on the PTA Bulletin Board (elementary school campus) on June 1, 2015, as well as communicated via e-mail message to membership, posted on the KBCS PTA website and bulletin board and around school, and connect-ed message from the Key Biscayne Community School's connect-ed system.

With a quorum present, the meeting was called to order.

1. Prior Minutes: A motion was made, seconded and approved to forgo the reading of minutes from the April 8, 2015 General Meeting and Election of Officers. A motion was made, seconded and approved to adopt all Minutes as written. A copy of all Minutes will be uploaded to the kbcsppta.org website.

2. Treasurer's Report: Nicole Marley distributed copies of the current ledger and budget. Currently the KBCS PTA has approximately \$62,255 on hand that is allocated to outstanding expenses. Expenses that will be incurred during the summer ("Interim Summer Expenses") were then presented to the Membership for approval. Interim Summer Expenses include the student agendas of \$7138, the copy machine maintenance of \$350, and Brain Pop subscription of \$2,095, and the awards of \$3000. This totals approximately \$12,600.

A question was asked by a new board member (2015-2016) about adding a reserve of \$5000 to the Interim Summer Expenses in the event of an outstanding invoice, and if there are no outstanding invoices/expenses, that the \$5000 would be used by the new board as a discretionary fund.

A motion was made to add \$5000 to the Interim Summer Expense budget, and the new board will report at the first PTA General Meeting of the 2015-2016 school year an accounting of how the \$5000 was spent. The motion was seconded, and approved.

As to the remaining funds, approximately \$25,000 has been dedicated to purchasing computers in accordance with the Casino Night fundraiser. An additional \$22,000 has been dedicated to school improvements, which will also be used to purchase computers.

A motion was made and seconded, to approve and adopt the final budget with the amendments included herein, to wit:

\$12,600	Brain Pop, Agendas, Copy Machine, Awards
\$25,000	Casino Night – Teacher’s computers
\$22,000	School Improvement - Teacher’s computers
\$5000	New Board discretionary fund

The motion was approved. [Note: These amounts reflect the monetary amounts as written by the Recording Secretary, the amounts of which were estimates. In the event of a conflict, the actual numbers contained in the Budget shall control.]

3. Audit Committee: Nicole Marley introduced the new Audit Committee Members: Julie Dick, Marilse Riojas, and Mabel Cruz. A motion was made, seconded, and approved to confirm these ladies as the Audit Committee Members. Upon receipt of the last bank statement of the 2014-2015 fiscal year, the Audit Committee will meet with Betsy Londono, Treasurer and will audit the accounts of the KBCS PTA. The Audit will take place on or before July 7, 2015.

4. Bank Signatories and Approval of Officers: A Resolution was introduced to the Membership concerning the change of signatories at BankUnited. The pertinent portion of the Resolution read as follows:

“Effective June 30, 2015, the current signatories on file with BankUnited, Leigh-Anne Nicole Marley, President, Elizabeth Londono, Treasurer, Carolina Zalles, Vice-President, and Suli Olavarria, Vice-President revoke their authority to sign or endorse checks and other negotiable instruments, conduct, and transact business on behalf of the KBCS PTA, account number ----- [redacted]-; and

Effective July 1, 2015, the new signatories who shall have the authority to sign or endorse checks and other negotiable instruments, conduct, and transact business on behalf of the KBCS PTA, account number ----- [redacted], shall be Johanna Guma-Aguiar, President, Carolina Raaijen, Treasurer, and Natalie Estrella, Recording Secretary.”

The Resolution was approved as read. A copy of the Resolution and correspondence to BankUnited reflecting these changes are on-file with the Recording Secretary.

There being no further business, the meeting was adjourned at 9:20 AM.

This the 4th day of June, 2015.

/s/ *Kate G. Asturias*

Kate G. Asturias, Recording Secretary, KBCSPTA