

# MINUTES

## AISU PTO Minutes

*Date | time 8/1/18 7pm | Meeting called to order by Sophia Weiss*

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### In Attendance

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Sophia Weiss (General Board Pres & Secondary Pres), Natasha Udink (Secondary VP), Michelle Schweiss Sterling (General Board VP and Elementary President), Leslie Palmer (Treasurer) *on phone*, Natalee Lance (Secretary)

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### Approval of Minutes

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Next time. This is an emergency meeting about PTO insurance.

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### Items to Discuss

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1. **Natasha was attending for Juliet.**
2. **Received Email from Heidi Lins threatening to sue Sophia and/or the PTO for defamation (since minutes have to be made public), harassment, loss of wages, slander, and emotional distress. Meeting is to discuss getting insurance to protect the PTO and members and volunteers. Also for liability for our events and crime when people steal our funds.**
3. **Discussed the different options through PTOToday.com (see end diagram)- Everyone liked the Recommended option the most, but Michelle wants to look into other companies before voting on a the budget for this. May want property since our stuff was lost last year, but we have a new closet and lock, so that may not be an issue this year.**
4. **Leslie volunteered to research and report at the Aug 8th meeting to vote on it.**
5. **Michelle wants to look into amending bylaws, so Leslie will research if there is a problem doing that before or after getting insurance.**
6. **We would like to have insurance in place if Heidi Lins goes through with her threat, even if she has no grounds. If she tries, we will need to set aside money from the PTO to cover for an attorney to defend ourselves. Hopefully the insurance would provide an attorney, so we don't have to do that. Leslie will check on that too. It's best to get insurance each year to protect the PTO from such incidents and other situations. Tasi and Katie took over all the communications with Heidi since they are responsible for the Schoolastic money missing. Heidi was notified of that today at 11:32am by Michelle through email.**
7. **Sophia is trying to talk to Jordan King because she wants to confirm that Natalee should send the minutes for all meetings to Jordan King after they have been approved.**
8. **Michelle explained how the bylaws may need to be amended on how our operations should be operated independently (elementary & secondary), rather than a combined general board. This is not about meetings, just operating elementary or secondary issues. Jaimie Adamson who helped create the bylaws will come to the beginning of the next meeting to help explain the bylaws as they were intended, so we can see if we need to amend them. All members will study the bylaws.**
9. **We need to help with the Teacher's Lunch at noon on 8/15. Natasha, Sophia, and maybe Natalee can help that day to set up. Bake potato bar, salad bar, desserts, and jug of lemonade.**
10. **All voted YES on Budget for t-shirts so we can get those here to print on. Went from \$6k quote to \$4,944.80 with new company Natalee found online.**

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### Coverage

#### PTO Today Plus Membership



Joining the PTO Today Plus community means that you immediately have everything you need to make your school great. All the informative and helpful content that you've come to expect from PTO Today, discounts on programs and products, support from a team of personal advisors, and first dibs on our popular sampling programs—and hundreds of new friends!

*\* We work with lots of different partners to bring programs to our Plus community. Each program is unique and might have different geographic or demographic criteria. As a result, we may have a special promotion or PTO Today Plus perk that is offered to some, but not all, Plus members.*

#### Excess Accident Medical



Accidents and injuries can result in significant medical costs. Excess Accident Medical insurance provides excess medical coverage to participants in PTO sponsored events in the case of injury to the participant. The coverage is excess to any primary medical insurance the participant or the participant's guardian (in the case

of a minor) may have in place. \$25,000 annual limit. Note: Excess Accident Medical insurance does not replace the need for a General Liability policy.

### General Liability



Did you know that many venues including school and municipal facilities won't allow your PTO to hold a sponsored event without General Liability coverage? General liability insurance protects your group and volunteers against 3rd party bodily injury and property damage claims. General Liability - \$1,000,000 per occurrence limit / \$2,000,000 annual aggregate limit per parent organization. Must be purchased with Excess Accident Medical.

### D&O



Your board members are responsible for making decisions and running your group. Any one of your board members can be sued personally for a decision made by your group. D&O insurance protects board members if a "mismanagement" or "misrepresentation" claim is filed. \$1,000,000 per claim and \$1,000,000 aggregate limit per parent organization.

### Crime



It's hard to imagine any of your volunteers stealing from the PTO funds. Unfortunately, theft from the PTO is something that many groups have had to overcome. This type of coverage replaces the stolen money so your group can continue operating business as usual. \$25,000 annual limit. Must be purchased with Excess Accident Medical, General Liability, and D&O.

### Property Insurance



Your group works hard to raise and allocate funds. Property insurance protects your parent group property (cotton candy machines, computers/projectors, and fundraising merchandise, etc.) against theft and damage. Imagine the cost of replacing all those rolls of wrapping paper if a pipe burst and caused water damage! \$10,000 annual limit. Must be purchased with Excess Accident Medical, General Liability, Crime and D&O.

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### Next Meeting

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August 8<sup>th</sup> at 6pm for Leslie. Adjourned at 7:50 p.m.