

PTO Board of Directors' meeting minutes (not yet approved at May mtg.)  
April 20, 2017

**Meeting was opened** by president Jen Garlie. Members present were: Jen Garlie, Jan Hanson & Heidi Quinn

**Approval of Prior Meeting Minutes:** As this was our first official meeting, there are no prior minutes to read.

**NEW BUSINESS**

**Articles of Incorporation:** Heidi passed around Proposed Articles of Incorporation, State and Federal Guidelines for needed information in order to qualify as a 501 (c) (3) non-profit organization. Each proposed Article was read, discussed, and approved. (Just need to get approval from someone to act as the Registered Agent). Heidi will go ahead & file this form with the States Attorney's Office once we have a Registered Agent.

**By-Laws:** Heidi passed around Proposed By-Laws and State Guidelines for information needed when creating and establishing By-Laws. Each By-Law was read, discussed, and approved.

**Insurance:** Superintendent Barb Kady emailed the Wilton PTO in regards to insurance. Apparently, the PTO is covered under an "additional insured." Heidi passed around a list of possible insurance policies (taken from the State Attorney's Office website) to consider. These are strictly possibilities the state puts out there for organizations to consider. There is no requirement to have them. After looking over them, it was agreed to get a little more information regarding what/who *exactly* is covered. If needed, we will discuss getting additional insurance.

It was agreed that this Board will present the approved Articles and By-Laws to the next regular PTO meeting. As these have already been approved, there will be no discussion on them.

Meeting was adjourned. No future meeting scheduled at this point.