

# ALL SAINTS CATHOLIC SCHOOL PARENT NETWORK

## *A new name with a renewed purpose*

### **MEETING MINUTES FOR ANNUAL BOARD OF DIRECTORS MEETING**

**April 27, 2009**

1. Meeting called to order by Past President, Mary Petraszak
2. Opening Prayer led by Mary Petraszak
3. It was noted that Deana Ceman will be taking minutes for the meeting until the new Secretary is elected.
4. Attendance.
  - a. Directors – Jen Buttke, Deana Ceman, Carey Chier, Cathy Habener, Angela Johnson, Catherine Kujawa, Jessica Kujawa, Lucinda Kujawa, Suzie Mashuda, Mary Petraszak, Christine Sonnentag, Michelle Sonnentag, Nancy Trochinski-Becker, and Steve Zangl.  
Absent – Shawn Ekstrom
  - b. Members (Non-Board of Directors) – Susan Cason, Matt Chier, Robyn McAllister, Peg Sylvester
  - c. Friends of the School/Guests - none
5. Past Secretary, Deana Ceman stated on the record that there was proof of proper notice of meeting via Parent Communication Envelope on April 1, 2009 and the copy of the notice will be put in the corporate record book.

A quorum of at least 8 Directors (a majority of the 15 total Directors) was present so the meeting continued.

6. Approval of agenda – Motion made by Deana Ceman, seconded by Suzie Mashuda, motion carried unanimously. Absent – Shawn Ekstrom.
7. Elections of Officers - Motion to authorize Attorney Matt Chier to conduct the Officers' election process for this meeting, made by Mary Petraszak, seconded by Deana Ceman, motion carried unanimously. Absent – Shawn Ekstrom.

A list of volunteers who have notified the Parent Network in advance of their willingness to serve as Officers was announced: Mary Petraszak expressed an interest in the President's position. Deana Ceman expressed an interest in any position.

**PRESIDENT:** Mary Petraszak & Deana Ceman were nominated by Lucinda Kujawa. Carey Chier was nominated by Suzie Mashuda.

A secret ballot was held, 6 votes for Deana, 6 votes for Carey, 2 votes for Mary, 1 absent. There was a tie. Carey Chier withdrew and stated she would like to run for the secretary position instead. A voice vote was held, and Deana was elected the President unanimously, absent Shawn Ekstrom.

**VICE PRESIDENT(S):** Suzie Mashuda was nominated by Chrissy Sonnentag. Mary Petraszak was nominated by Suzie Mashuda.

A motion to elect multiple vice presidents, per the Bylaws, was made by Chrissy Sonnentag, seconded by Catherine Kujawa, motion carried unanimously, absent Shawn Ekstrom. A voice vote was held for the election, and both nominees were elected unanimously, absent Shawn Ekstrom.

**SECRETARY:** Carey Chier was nominated by Mary Petraszak. A voice vote was held, and Carey was elected unanimously, absent Shawn Ekstrom. Carey appointed Chrissy Sonnentag as her Assistant Secretary. **AT THIS TIME, CAREY CHIER, AS THE NEWLY ELECTED SECRETARY, TOOK OVER TAKING THE MINUTES.**

**TREASURER:** Nancy Trochinski-Becker was nominated by Catherine Kujawa. Chrissy Sonnentag was nominated by Jessica Kujawa. Chrissy Sonnentag declined the nomination. A voice vote was held, and Nancy was elected unanimously, absent Shawn Ekstrom.

At this time, Steve Zangl left the meeting.

8. Approval of minutes with changes, March 23, 2009 – Motion made by Mary Petraszak, seconded by Suzie Mashuda, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.
9. Approval of financials – Lots of discussion on the format and what the red writing meant. Nancy Trochinski –Becker stated she did not want to make any changes to the format until the new Treasurer was elected. Now that she is the newly elected Treasurer she will begin working on a new format for the budget. Motion to approve the budget made by Cathy Habener, seconded by Deana Ceman, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.
10. Compiled official Board membership record and roster information (addresses, phone numbers, e-mail, etc) - a list was sent around the room to fill out the information. New Secretary, Carey Chier will compile the list and then e-mail it to all Board of Directors.
11. Resolution of Designation of Financial Institutions and Approval of Depository Resolutions. It was explained that this resolution officially designates Farmers and Merchants Bank as the depository for the Parent Network, and lists the new names of the persons who can sign drafts from account at the Bank. This resolution must be taken to the Bank to get a new signature card and change the name to Parent Network. Motion to approve the resolution, including the names listed to sign checks for the Parent Network as Father Max, Steve Zangl, Catherine Kujawa and Nancy Trochinski-Becker made by Lucinda Kujawa, seconded by Angie Johnson, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.
12. Discuss renewal of the Farmers & Merchants Bank CD. The CD expires in June, 2009 - Catherine has to get the terms of the CD and when the exact renewal date is. Motion made for Catherine to get the terms and inform the Board by e-mail, and the Board can approve by e-mail or otherwise put on next months agenda. Motion made by Mary, seconded by Chrissy, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.

Motion to postpone agenda items #13, 14, 15, and 16 listed below made by Deana Ceman, seconded by Suzie Mashuda, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.

13. Discuss upcoming events for current school year that need attention. Postponed per motion above.
14. Brainstorming session for events for upcoming school year. Postponed per motion above.
15. Initial discussion of Budget. Schedule special Budget planning meeting, as appropriate. Postponed per motion above.
16. Initial discussion of Job Descriptions. Schedule special job description meeting, as appropriate. Postponed per motion above.
17. Discuss re-scheduling the next regular Board meeting from May 25<sup>th</sup> as it is Memorial Day. – Motion made by Mary Petraszak to move the meeting date to June 1, 2009, seconded by Lucinda Kujawa, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl. Motion by Carey Chier to move June 22, 2009 meeting to June 8, 2009, seconded by Mary Petraszak, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.
18. Old Business
  - Entertain a motion to re-approve the matching of popcorn sales check to put toward the All Saints Catholic Congregation Church Sign from \$251.00 to \$250.00. Motion by Cathy Habener, seconded by Catherine Kujawa, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.
  - Spring Concert refreshments all taken care of. Mrs. Travanty & Mary Petraszak secured a donation of cookies from Ripon cookies and water will be served.
  - Motion to expend the budgeted \$75.00 donation for the 1<sup>st</sup> Communion class made by Mary Petraszak, seconded by Lucinda Kujawa, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl. Mary will get with Sister Jude.
  - Motion to expend the budgeted \$100.00 donation for the 8<sup>th</sup> grade graduation made by Mary Petraszak, seconded by Cathy Habener, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl. Nancy Trochinski-Becker with contact Angie Fralish.
  - Teacher Appreciation is all taken care of by Mary Petraszak. She has parents signing up for various days and meals.

19. New Business

- Susan Cason & Robyn McAllister expressed an interest in being a part of the Board of Directors. Motion made by Nancy Trochinski-Becker to amend the Bylaws to include 16 members, and forward the amendment to the Education Commission, Steve Zangl and Father Max for approval, seconded by Deana Ceman, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl. Attorney Matt Chier indicated he would draw up a resolution for the Education Commission that Mr. Zangl could present at the next Education Commission meeting.

20. Closing Prayer led by Peg Sylvester

21. Adjournment at 9:03 pm. - motion to adjourn made by Cathy Habener, seconded by Lucinda Kujawa, motion carried unanimously, absent Shawn Ekstrom & Steve Zangl.