

# CDA Charter CPO

## Special Meeting Minutes 5/2/2021

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Sunday, May 2nd, 2021 / Ben McGaughey called to order at 7:37 pm

Zoom Meeting ID: 849 2430 2564

### ATTENDEES

Ben McGaughey (President, Board Member), Stephanie Holecek (Treasurer, Board Member), Lisa Kovarik (Secretary, Board Member), Brock Tenney (Board Member), and Michelle Kozeluh

### AGENDA

- 1) Attendance
- 2) How to find volunteers and fund staff appreciation.
- 3) Adjourn

### Staff Appreciation: Michelle Kozeluh

- Staff appreciation events have been running smoothly. Families have been contributing sufficiently to cover costs. \$150 is left in the budget to fund two more events for the year.
- A discussion took place regarding the need to budget, collect, and account funds for staff appreciation.
- CPO gifts/donations may be received at the school, marked for CPO (with designation, if given) and placed in the CPO black drop box.
- Gifts should be submitted to and distributed from the Treasurer.
- Receipts are needed for every reimbursement. Michelle has been keeping receipts.
- The staff appreciation budget approved at the beginning of the year was reduced from the usual \$900 due to the unknown effects of the coronavirus.
- CPO needs to establish a higher budget and a different process for receiving and distributing funds for staff appreciation. Specifics tabled for another time.

Motion: To increase the current staff appreciation budget by \$200 by B. Tenney seconded by S. Holecek.

Vote: All present voted in favor To increase the current staff appreciation budget by \$200

Adjourned: (8:15 pm) Motion to adjourn by B. Tenney, seconded by S. Holecek