



## **Carlos Gilbert PTK Meeting Agenda**

Friday, Feb 2, 2024  
11:00 am – 1:00 pm  
CGE Board Room

Attendees: Erika Fleetwood, Itzhel Sepulveda, Sara April, Dana Tapia, Sarah LeBlanc, Casey Janes, Caitlin Brodsky, Steven DeGraeve, Alison Walcott, Don Walcott, Jasmine Minhas, Erica Gomez, Rachel Meiklejohn, Brintha Nathan, Kim Jones, Andra Russek, via Zoom: Maggie Moore

### 1. Review of CGE PTK Articles of Incorporation and Bylaws - Donald Walcott

The group reviewed the existing documents and asked Don W questions. The Articles of Incorporation was discussed at length. Questions about whether the “Purpose” section of the document defines the scope of what the non-profit can do was discussed. New Mexico Statutes Section 53-8-31 was reviewed. Don W indicated that if the articles of incorporation and bylaws don’t say you can’t do something, you can do it. Therefore, donating to the “welfare of the food insecure” is OK. This was met with unease from some members of the group. Don W advised the group to not update the documents to include language that restricts what the PTK can do. We were reminded that if the group doesn’t want to do something, the group may vote against it. Changes to the Articles of Incorporation document requires a majority of the membership, not just the board. There was a discussion about “restricted funds” vs “unrestricted funds” as a way to earmark money the PTK would like to spend on outside charities and so that the community from which the money is raised knows how the money will be spent. The idea was floated that the 5th and 6th graders could decide on which charity to support.

Updates and changes to the bylaws were discussed. Don W recommended changing the “co-president” role and to redefine the officers on the board to: President, Vice President, Secretary, and Treasurer. There will also be a minimum and maximum number of officers defined in the updated document. It was recommended that the PTK form committees such as a “budget committee” as a way to offload the logistical details from the main meetings much like the “boo crew” is a “carnival committee” that has separate meetings. Don W will write a revised version of the bylaws and will send it to the group for review.

The group discussed changes in the structure of the meetings and decided to follow “Robert’s Rules of Order”. The group would like to have shorter meetings. The group would like to see a more defined direction for the PTK. ex: What are the goals, purpose, and rules? What is the mission statement? (it is the “purpose” section of the articles of incorporation). It was suggested that the mission statement be read at the beginning of each meeting so that any proposals brought up can be faced with the question, “Does this idea serve the purpose of the PTK?”

## 2. Path forward on PTK Officers

The board accepted the resignation of Jana Amacher from the role of PTK President. The idea was floated to add a section to the e-blast to let the community know we are looking for officers. Some members of the group worried that this might invite unqualified people to fill the positions. Informal discussions around the table were had to find officers for next year.

## 3. Immediate and Upcoming Action Items

### a. Grade Level Enrichment Programs - Erika Fleetwood

Kinder - Dance with Tina

1st - ArtSmart (Stark). Ms Molly would like to do field trips. Rachel M and Itzhel S will talk to Ms. Molly and Mrs Stark

2nd - Drama with Wendy

3rd - Trout

4th - NDI (still free this year)

5th - TBD - the group will find out from the teachers what they’d like to do. Erika F will email the room reps. Last year they Ms Dee organized an Arts in the City program

6th - Cooking with Santa Fe School of Cooking, Tesuque Climbing, will look into the Climbing Center again.

### b. Teacher Appreciation - Brintha N will head up the Teacher Luncheon at the end of the year.

### c. Promotion Ceremonies - Alison W and Brintha N will head up the 6th grade promotion ceremony and send a proposal to Erika F for things like t-shirts, balloons, flowers, cupcakes, chalk refills, etc. Caitlin B will head up the Kinder promotion ceremony and will contact parents for ideas and submit a proposal.

## 4. Other items

### a. Funding Requests

Club stipends in the amount of \$250 will be distributed to the basketball and cheerleading coaches.

An increase for the Mathnasium tutoring funds was requested so that tutoring could be in the school. This required 2 tutors and 8 students instead of the 4 students the PTK had approved in the last meeting. The board approved an increase from \$3500 to \$7000 for 3 months of tutoring for 8 students with 2

hour-long sessions per week (192 60-minute sessions)

- b. Thank You Notes Delivery – Erika Fleetwood
- c. Coffee and Tea Stations and Bathroom Hospitality Stations - Sarah LeBlanc - Jen V and Kim J will work together to keep everything in stock.
- d. Basement Improvements - Caitlin Brodsky - Caitlin to get a quote on additional shelves. She'd like to see a binder called "Carlos Gilbert in a Year" for future PTK people to use as a guide.
- e. Update - Kit Manager: CGE Teams Uniforms Support - Jasmine M is taking over and is in contact with Marisa