



**Carlos Gilbert PTK Meeting Agenda  
Board Meeting Agenda**

Monday, March 4, 2024  
2:30 pm  
Zoom and CGE Conference Room

Attendees: Erika Fleetwood, Steven DeGraeve, Dana Tapia, Maggie Moore

1. Approve new Carlos Gilbert PTK bylaws - All - The board reviewed the revised bylaws. A motion to approve the new bylaws was made by Maggie M. Dana T seconded the motion. The new bylaws were approved unanimously.
2. Budget Meeting – Dana and Maggie
  - a. Dana T proposed a new budget format that breaks the spending into semesters and 3 categories: Teacher Reimbursements & Supplies, Student Support & Enrichment & Clubs, and Community Engagement Events.
  - b. Maggie M proposed that we post on the PTK website and in communications clear information about the PTK Purpose, The Bylaws, and a summary of the PTK budget and spending broken down by Dana’s proposed buckets. Budget and spending details will be shared with parents when requested. The idea is to publish an understandable summary so parents and donors can quickly digest what the PTK does.
  - c. The group agreed to keep the Halloween Carnival expenses out of the budget and only spend what is collected from sponsorships. The Carnival budget is what we collect from sponsors.
3. Urgent Business - All - The group discussed upcoming board and officer elections. Agreed to put a notice in the e-blast. The group discussed there should be committees next year for things like “Communication” and “Website”, etc.