**PME PTO Board Meeting**

**January 23, 2014**

**Minutes**

A special board meeting was called by co-president Tara Berger to discuss the role of the treasurer and address concerns regarding check requests and the PTO bank account.

A proposal was made to bring in a new treasurer due to the current treasurer being inaccessible for reimbursements/check requests and not having time to tend to the financial reports. Motion to approve made by Tara Berger and 2nd by Kris Lawrence. All were in favor- motion passed to remove our current treasurer and appoint a new treasurer as soon as possible.

A proposal was made to change our bank account number due to 325 checks being unaccounted for. When the treasurer was asked to turn in the checkbook there were 13 books of checks that were unaccounted for. Therefore, the board felt it was in the best interest of the PTO to report them lost and have the bank assign us a new account number. Motion to approve made by Krista Durrwachter, 2nd by Edith Oxton. All were in favor- motion passed to report the unaccounted checks as lost and change the bank account number. This was done on 1/23/14 after the board meeting.