

us:

Thursday, May 7th, 6:30 p.m.
- 7:30 p.m.

Future dates TBD after Virtual
WSPTA Convention

per person. Once you are registered, you can take any and all of the classes offered. If you can't make a live class when it's scheduled, all classes will be recorded for viewing when it fits for you! This is such a great opportunity for more PTA officers statewide to get high quality training without the costs of travel and hotel. We hope to see many of you take advantage of this new opportunity!

Security & Virtual Meetings on sites like Zoom

As many of us are doing more and more business via sites like Zoom – especially with our elections happening, it's important to be aware of some security safeguards. Like anything in technology, there are people out there who like to cause some chaos. You may have heard of "Zoom bombing" where individuals crash Zoom meetings and share inappropriate and sometimes obscene materials on the screen share function.

- We are a membership organization so non-members do not need to be invited to your meeting (unless you have some sort of guest speaker or want to) and it'd probably be easiest for you if you did not have it open to the general public.
- It's not recommended you share the link to your meeting in an open public place like your Facebook page. If you post the event there, remind members to check their emails and you can send a mass email via Member planet to all of your registered members with the link.
- Zoom also has a default when you schedule your meeting that all attendees have to wait in a "waiting room" until the host admits them. This helps filter out uninvited people.

Let me know if you have more questions about your virtual meeting.

Paying Bills, Checks, Venmo, Gift Cards, & Treasurer Reports

- Some of you haven't been able to get your checks or mail from the school. Try contacting your Principal or District to see if you can be let into the building to get them. If that doesn't work, contact your bank about online bill pay.
- Treasurers have often met with someone outside, keeping social distancing, to get checks signed.

- There are questions about using Venmo for reimbursement for individuals. It's not recommended as it can open your PTA account up to unwanted individual activity in the future – it's much like the dangers of using a credit or debit card for your PTA. It's a different process to *pay out* through something like Venmo rather than *taking in* money through things like Square and Pay Pal.
- A lot of questions about using gift cards or donations to help families in need. The concern is making sure your PTA protects it's non-profit status with the IRS. As much as we want to help individuals, that can be a sticky situation for the type of non-profits we are. There is a great blog post on WSPTA website about this. Here's the link to that: <https://www.wastatepta.org/gift-cards-families-in-need-and-appreciation-gifts/>
- Please make sure your PTA is sharing a Treasurer's report every month during this time and getting an unopened copy of your monthly statement to a non-signer to review.

Keep on doing your two person signing best practices! The State Board is working on end-of-year financial review guidelines in case we are still social distancing by then. More info on that will come as I have it!

Again, thank you for all you're doing and join me on one of our Virtual Q&A's for the Region that are listed in the blue side bar. I hope you and your families are healthy and well. Have a good week!

Tori Emerson
WSPTA Region 7 Director

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