

## **PARTS Board Meeting Minutes**

**Date:** Tuesday, September 4, 2018

**Location:** The Library Coffee House, Broadway Ave., Long Beach

**In Attendance:** Heather Stamatelatos, Estela Gama, Sandi Jenkins, Elaine Del Bello (Amanda Wells participated via email)

**Called to order:** at 6:11pm by Heather Stamatelatos, President

### **Budget**

Discussed income and expenses, made changes to proposed budget based on expected income & expenses

Discussed improving spreadsheet or updating software for Treasurers financial records

Talked about updating program advertising forms for the year

A donation letter is to be drafted for first meeting

**Meeting Adjourned:** 6:55pm, by Heather Stamatelatos, President

Respectfully submitted by Elaine Del Bello, Secretary