



# **Kenwood Elementary School**

***“Help Us Grow”***

**HUG-PTA**

**General Membership Meeting Agenda**

**Wednesday, April 1, 2015**

**6:30 p.m.**

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1. Welcome
  2. Resignation of President
  3. Approval of March 2015 Meeting Minutes
  4. School Improvement / Upcoming Accreditation Site Visit (Matt Provost)
  5. Principal's Report
  6. Teacher Liaison's Report
  7. School Board Liaison's Report
  8. Treasurer's Report
  9. Tax Exempt Status / Recognition by Internal Revenue Service under IRC Section 501(c)(3) – Non-Profit Organizations
  10. President's Report

## 11. Committee Reports / Volunteer Opportunities

- 2014-2015 Committee Leaders
  - 5th Grade Picnic / Year End Gift (Kimmi/Veronica/Molly/ Allison)
  - Art to Remember (Danielle Maliszewski)
  - Book Fair (Caroline Boggis/Mindy Whims)
  - Book It (Tracey Brown/Kim Yacks)
  - Box Tops (Lana Willard)
  - Bulletin Board (Caroline Dylewski/Molly Vesper)
  - Campbell's Labels (Caroline Dylewski)
  - Cartridges for Kids (Veronica Hartley)
  - Christmas in Clawson Craft Show (Tracey Chatfield/Tracy Nasrey)
  - Cultural Enrichment Programs (Mindy Whims/Kris LaMotte)
  - Detroit Tiger Fundraiser (Shannon Gougeon)
  - Fall Walk A Thon/Fun Run (Kimmi Carlesimo/Claire Prost)
  - Family Fun Fair (Angie Peters/Holly Graves)
  - Green School (Jerry Maliszewski)
  - Head Room Parent Coordinators (Shannon Gougeon/Allison Plaxton)
  - Holiday Shop (Angela Mikula/Katie Buchler)
  - Kenwood Gear/T-Shirts (Kimmi Carlesimo/Claire Prost)
  - Memberships (Cindy Wyckoff)
  - Mom2Mom Sale
  - Popcorn Sales
  - PTA Family Dance/Movie Nights
  - Recycling (Laura Wilson)
  - Red Wing Fundraiser (Shannon Gougeon)
  - School Beautification (Allison Plaxton/Brittany Peterson)
  - School Sign (Christina Engel)
  - Srips Fundraising (Tracey Brown)
  - Spring Fundraiser
  - Teacher Appreciation (Caroline Boggis/Cindy Wyckoff)
  - Volunteer Coordinator

## 12. 2015-16 HUG-PTA Board Nominations

## 13. Questions & Answers and Comments & Suggestions

## 14. Next Meeting – Wednesday, May 6<sup>th</sup> at 6:30 p.m.

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Search for "Kenwood HUG PTA"

### Find us online!

[www.hugpta.org](http://www.hugpta.org)

Email: [hugpta@gmail.com](mailto:hugpta@gmail.com)

Join us online for up-to-date important information and important events  
happening at Kenwood and in our community!

# Kenwood Elementary School HUG-PTA

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TO: Kenwood HUG-PTA General Membership

FROM: Kenwood HUG-PTA Board Officers  
Kristine Hiott, President  
Danielle Maliszewski, Treasurer  
Cindy Wyckoff, Secretary

RE: Tax-Exempt / Internal Revenue Code 501(c)(3) Non-Profit Status

DATE: March 30, 2015

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Dear General Members of the Kenwood HUG-PTA:

Upon taking leadership of the Kenwood HUG-PTA in June 2014, we, the current Board Officers, believed that all of the Internal Revenue Code requirements were met to maintain the HUG-PTA's status as a non-profit organization. To maintain tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, a non-profit organization must follow certain protocols and procedures, including the filing of an annual Tax Return (specifically from the Form 990 Series).

Last week, following the initial planning phase of our *Strike it Big! for Kenwood Kids* fundraiser scheduled for May 29<sup>th</sup>, we discovered that the tax-exempt status of the Kenwood HUG-PTA was automatically revoked on November 15, 2013, due to non-compliance with Internal Revenue Service guidelines. Specifically, the failure to file a Federal Tax Return for three consecutive years: 2010, 2011 and 2012. (The Kenwood HUG-PTA's exempt status with the Internal Revenue Service may be viewed via this web link: <http://1.usa.gov/1BlwkYz>)

Our research revealed that a Federal Tax Return may not have been filed for the 2010 and 2011 tax years and a Return was filed for the 2012 tax year, but utilizing the Employer Identification Number (EIN) 31-3071643 instead of the Kenwood HUG-PTA EIN 38-3071643. Consequently, on November 15, 2013, the Kenwood HUG-PTA's tax-exempt status was automatically revoked for failure to file a Tax Return for three consecutive years.

In addition, on November 14, 2014, the immediate former Kenwood HUG-PTA Board attempted to file its 2013 Federal Tax Return via IRS Form 990 e-postcard. The IRS rejected this Return, as it was the incorrect IRS Form to file given the IRS's revocation of the HUG-PTA's tax-exempt status.

Upon learning last week of the IRS' revocation of Kenwood HUG-PTA's tax-exempt status, we have been working to determine the immediate steps necessary to request that the Internal Revenue Service reinstate our non-profit organization status.

As always, every parent, guardian and staff member is welcome to attend our general meetings. Please do attend this Wednesday, April 1<sup>st</sup>, as the revocation of the Kenwood HUG-PTA's tax-exempt status and the immediate steps that may need to occur to reinstate our HUG-PTA as a non-profit organization will be discussed. Thank you for your anticipated support as we move forward to our HUG-PTA being a tax-exempt organization once again.