



MINUTES OF THE MEETING

MEETING DETAILS & AGENDA

MEETING	BM01-17 - Board Meeting #1 (Beginning of the School Year)
DATE OF THE MEETING	Aug 31, 2017
VENUE	Lake Boren Park
PARTICIPANTS	
ATTENDEES	Angela, Elysa, Tammy, Sarika, Luisa, Ram, Debbie, Mary, Michelle, Elizabeth, Stina
ABSENTEES	Elaine, Jessica L, Heather, Laurel, Gina, Vivian
DISTRIBUTION LIST	Angela, Elysa, Tammy, Gina, Sarika, Luisa, Debbie, Mary, Michelle, Elizabeth, Elaine, Jessica, Heather, Laurel, Gina, Vivian, Ram
PREPARED BY	Ram

AGENDA	DISCUSSED (YES/NO/NA)	DISCUSSION SUMMARY
1. GET TO KNOW EACH OTHER	Y	Angela kicked off the meeting and went over the agenda. All the attendees introduced themselves with details about kids, grades, 2 truths and a lie
2. POSITION RESPONSIBILITIES	Y	<p>Organization chart and calendar of activities was discussed.</p> <ul style="list-style-type: none"> ▪ A detailed meeting need to be scheduled to discuss communication strategy to extend the reach ▪ Responsibility and accountability for Directory and Yearbook was discussed. It was decided that Yearbook will remain with Secretary and Directory Ad Sales will move to Ways & Means whereas the Layout will remain with Secretary ▪ Auction ads from last year were discussed and Michelle confirmed that they run for two years (this year also) ▪ Popcorn was moved to Volunteers from Programs and Michelle offered to continue to facilitate ▪ The Org Chart and roles was agreed upon with the above changes ▪ It was decided that the communication with School Front Office and Rich needs to be channeled through Angela and Elysa for optimum execution ▪ MOM – Minutes of the meeting will be documented by Secretary. In the absence of the Secretary one of the Presidents will take that responsibility.
3. EXPECTATION/NUTS & BOLTS	Y	<ul style="list-style-type: none"> ▪ Discussed - POAs, mailboxes relabeling, POD and room cleanup, organizing documents (both electronic and printed). ▪ Each team was requested to present a report covering progress/prognosis, finances and asks in every board meeting. <ul style="list-style-type: none"> ▪ Treasury report needs to be written whereas all others can be verbal ▪ Secretary may skip if there are no finance implications or critical items ▪ All board members need to attend the mandatory training and Secretary was

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		<p>tasked with recording and tracking it.</p> <ul style="list-style-type: none"> ▪ Relevant board members are requested to connect with chairs and other volunteers ▪ Forms updating needs a discussion with Ram & Laurel ▪ There was a vote on the check signers and the proposed list was agreed upon
<p>4. MEETING SCHEDULE</p>	<p>Y</p>	<ul style="list-style-type: none"> ▪ The proposal that the board meeting will take place 1st Thursday of each month, alternating morning and evening, conducted at Elysa/Angela homes has been accepted. ▪ Everyone is encouraged to recommend alternative venues ▪ It was decided that invitations to the meetings will be sent in outlook calendar ▪ At least one member from each team is expected to participate (via phone where physical presence is not possible) ▪ Next board meeting is scheduled for Sept. 7th evening ▪ The General Membership meeting will be held on a Monday evening. The first one is scheduled for Sep. 18th
<p>5. OPEN DISCUSSION</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Elizabeth suggested that we move the Facebook link on the website to a more prominent location (rather than at the bottom, which is easy to miss) 2. Angela confirmed that PTSA has access to PeachJar to publish our flyers (instead of printing and distributing handouts). The process still needs to be clarified 3. There was a discussion on having PTSA membership drive (a table or booth) during important events. 4. It was decided that Programs team will create a survey questionnaire to be distributed to parents/members for their views on PTSA programs and potential new program ideas that are of interest to them 5. It was agreed that Talent Show would be a good idea to better engage parents and as a means of fund raising 6. It was agreed that the dates of events should not clash with other schools programs/events. 7. Angela confirmed that the rooms/venues are already blocked for all the events for this year 8. There was a discussion on branded shirts for all board members. It was decided that previous year(s) shirts will be used by the members who have them and lanyards/nametags should be used by others 9. It was agreed that student art pieces (both individual and entire class) can be auctioned during other events (or an event just for this can be created) for fund raising 10. There was a discussion on the electronic board and mobile app for improving communication and extending the reach



ACTION ITEMS TRACKING

SL NO	MEETING REFERENCE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
1	BM01-17	Process to leverage PeachJar	Angela	Next Mtg		
2	BM01-17	Forms Discussion with Ram and Laurel	Angela			
3	BM01-17	Volunteer List	Angela	Sep 7		
4	BM01-17	Clean up POD	Angela	Sep 4		
5	BM01-17	Survey Questionnaire	Luisa & Sarika			
6	BM01-17	Communication Strategy	Angela, Elysa, Ram, Laurel			
7	BM01-17	Talent Show (who, what, when, how)	All			
8	BM01-17	Document Storing & Sharing	Ram	Sep 7		
9						
10						
11						
12						