



MEETING DETAILS & AGENDA

MEETING	BM02-17 - Board Meeting #2
DATE OF THE MEETING	October 5, 2017
VENUE	Angela's Residence
PARTICIPANTS	Angela, Elysa, Tammy, Sarika, Luisa, Ram, Mary, Michelle, Stina, Elaine, Jessica L,
ATTENDEES	Heather, Vivian
ABSENTEES	Debbie, Laurel, Gina, Elizabeth
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. AGENDA REVIEW	Y	Angela kicked off the meeting by welcoming everyone and went over the agenda. All the attendees introduced themselves as couple of the members are attending the meeting for the first time this year
2. REVIEW/APPROVE BOARD MEETING MINUTES FROM 9/18/2017	Y	<ol style="list-style-type: none"> 1. Angela provided a summary of the last meeting minutes. 2. Elysa made the motion to approve the minutes, Ram seconded it. <ol style="list-style-type: none"> a) All the members approved the minutes with no 'nay's
3. A) COMMUNICATIONS – RAM/LAUREL	Y	<ol style="list-style-type: none"> 1. Ram informed them about the new Google Form laurel created for publishing that can be used by all the members to request material distribution. 2. The process is explained as: <ol style="list-style-type: none"> a) The requestor need to fill the form (available on the website) b) They can select multiple available communication options (PeachJar, KidMail, What's Happening/Web, Bulleting Board, Facebook) c) There was a discussion about the deadlines for submission of Communication. It was communicated that KidMail needs to submitted by Monday and What's Happening/Web/PeachJar needs to be submitted by previous Thursday. Members felt that it would help if Laurel can include the deadline information on the form itself. d) Fill in the information to be published and submit the form e) Laurel, after initial review will send for appropriate approvals.



		<p>f) There was a discussion on the approval process. It was communicated that some of the communication (like PeachJar & KidMail) needs to be approved by Rich.</p>
B) SHARED DOCUMENTS	Y	<ol style="list-style-type: none"> 1. Ram informed the members about Google Drive where Laurel has been maintaining documents for quite some time 2. All the members were encouraged to use the folders in the Google. Currently only PTSA Gmail has permissions to edit/delete the documents. Ram and Laurel to research on providing permissions to the members 3. Ram also informed members about using Google Docs for sharing and version controlling the documents 4. Ram to send additional details to the team on this <ol style="list-style-type: none"> b) There was a discussion on the process for leveraging volunteers. The discussion specifically was about the vetting process. Angela/Elysa to provide more clarity on this.
C) PTSA OFFICE/MAIL BOXES, LAPTOP	Y	<p>There was a discussion about cleaning up the POD and office space. As there is lot of material and limited access to the office (not accessible during off hours), it was decided that whoever is using the office can clean up the documents whenever possible.</p>
D) POSITION SOPS – TEMPLATE/OUTLINE	Y	<ol style="list-style-type: none"> 1. Angela requested everyone to document their process by end of the year. This will not only help transition easily to next board, it will also help in fine-tuning the Position SOPS. 2. Chairs and members can have the people working with them to document every process and things that worked well and those that did not.
4. A. BALANCE SHEET – CONCERNS/OPPORTUNITIES	Y	<p>Balance sheet was reviewed and no concerns were raised</p>
B. SPECIAL FUNDING REQUEST – YMCA PLAY EVERYDAY	Y	<ol style="list-style-type: none"> 1. Angela explained the need for Special Funding. 2. She outlined the process of approval, which is based on various factors, like <ol style="list-style-type: none"> a) Number of kids impacted b) Whether it is a long-term investment or a one-time initiative c) Whether there is a provision other than SF in the Budget for the requested item 3. Mary brought up a line item “YMCA Play Every day” line item in the budget. Angela clarified that it is a planned activity managed by YMCA couple of times a month to engage kids during the recess and conduct some fun games. 4. There was a confusion between this other YMCA activities and Zumba. Angels to clarify with Chris and Rich and get back to Mary on this.



<p>5. A) COSTUME CARNIVAL - PROGRAMS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Sarika and Michelle informed that there is a need to purchase material and previous year's material is not available 2. Mary confirmed that here is a budget of \$1000 and they should go ahead as long as the cost is not over this 3. Michelle expressed concern as it may not be sufficient 4. Angela and Elysa confirmed that the required material should be purchased as long as it is within the budget. If there is a need to go above this, that will be handled on a case to case basis and may need to tap other available funds from other budget line items 5. Sarika informed that the chairs are doing very well and are able to run independently
<p>B) REFLECTIONS – PROGRAMS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Angela gave an overview of Reflections program 2. The committee informed that the program is running smoothly and a flyer has been sent out via PeachJar successfully
<p>C) LION ART - PROGRAMS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. The team informed that there are some issues with couple 1st grade classes with respect to volunteers 2. Angela requested Volunteer team to send out a communication encouraging/requesting parents to volunteer 3. She also requested Volunteer team to help with Kiln management volunteers 4. Sarika and Luisa to connect with Elaine and Jessica about the above two items
<p>D) POPCORN – PROGRAMS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Michelle informed the team that it is running smoothly 2. She mentioned that the volunteers are spending more energy and time due to the changes in recess times 3. There was a discussion around less task intensive activities in place of popcorn. Angela solicited suggestions on alternatives. 4. Luisa offered to assist Michelle with Sign-Up
<p>E) POTLUCK/MOVIE NIGHTS - OUTREACH</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Outreach team wanted to know if they need to submit the dates for various events. Angela and Elysa confirmed that they already submitted and got approval for five dates. 2. This information has been sent to Outreach team and Laurel by Angela. 3. They also informed the team that if additional dates are needed we need to get district approval 4. Next Movie Night is planned for Nov 3.



<p>F) ROOM PARENTS – OUTREACH</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. It was communicated that Helen has been identified as the Room Parent Coordinator 2. She needs to reach out to the Teachers to obtain the list of Room Parent 3. Outreach team need to connect with Helen and tap into Room Parents for Movie Nights
<p>G) GIFT-A-BOOK – WAYS & MEANS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. The team informed members that Next week KidMail will have a flyer on Gift-A-Book 2. They are planning to organize the distribution of the books on Nov. 16 3. Next week Gift-A-Book along with Reflections and Costume Carnival flyers will be on Bulletin Board
<p>H) SPIRIT WEAR – WAYS & MEANS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. The team informed that there are a total of 106 total orders (in addition to Rich’s order for Staff) 2. Vivian to work with Vendor to get the Spirit Wear by Oct. 23
<p>I) DIRECTORY – SECRETARY/COMMUNICATIONS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. It was communicated that the Board is working towards releasing the Directory by Nov. 15 2. Angela reached out to Chris to get the form and process details for Cover Art contest
<p>J) STAFF APPRECIATION - VOLUNTEERS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. It was communicated that Yvette is organizing the October Staff Appreciation 2. Elaine and Jessica need to reach out to Helen and have Room Parents involved
<p>K) MEMBERSHIP – STINA</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Stina informed the Board that 28 out of 29 teachers already enrolled as members along with 21 other staff members 2. She confirmed that the Class Room Challenge has not started yet 3. She mentioned that the current membership stands at 560 (approximately 260 families) 4. She informed the Board that the total donations received from parent members for Teach membership is \$1935. Which leave a surplus of over \$1000. 5. There was as discussion on where and how to spend these additional funds. The general consensus of the members is to spend for Teachers (may be towards Teachers Appreciation) 6. It was also decided that the website (where there is a request for donation) text should be changed to inform the donors that any surplus will be used for Teacher Appreciation



<p>6. A) FOOD DRIVE – OUTREACH</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Outreach team solicited ideas for the competition(s) to be held for Food Drive. They expressed concern as they were told that the word “Crazy” cannot be used in the competition 2. They would like to send out a KidMail flyer once the competition is finalized
<p>B) HOLIDAY GIT BARN – OUTREACH</p>	<p>Y</p>	<p>The team was advised to reach out to Volunteer team for Volunteers for this event planned around Dec first week</p>
<p>C) 5TH GRADE FUND RAISING</p>	<p>Y</p>	<p>There was a discussion on who is coordinating this. Sarika indicated that Michelle may have some information. It was concluded that Michelle need to be contacted for additional details on Brown Bear</p>
<p>D) YEAR BOOK</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Angela briefed about the meeting with Ram and Elysa on this subject 2. She informed that <ol style="list-style-type: none"> a. about 10 photographers signed up for this b. Sales is already in place c. Layout responsibility has been assigned 3. There was a discussion on personalization. It was decided to leave it available for the time being 4. Mary inquired if there is going to be a price increase in Nov. like last year. Angela confirmed increase.
<p>E) AFTER SCHOOL OFFERINGS</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Angela informed that Rich is supportive and agreed to provide space for After School Offerings 2. Kids Stage has already been confirmed 3. Biz Town for 4th and 5th Grader is also good to go 4. The exact times for these need to be decided based on Room availability (details to be obtained from Rich about Room) 5. There was a discussion on how these offerings are decided 6. Angela communicated that is at Rich’s discretion (based on facility availability etc.) 7. She indicated that these two offerings can be used as case studies to get exposure and experience in the Offering selection 8. There was a discussion on how to promote / market / communicate about these and other such programs. It was decided to reach Rich for the process
<p>7. ADDITIONAL UPDATES</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Next meeting will be a day time meeting and will be on Nov. 2. 2. Angela will be out of town next week and may have limited access to communication. Elysa need to be contacted during that period



		<ol style="list-style-type: none"> 3. Elysa will be out of town from Oct 28 for couple of weeks. Angela will be the point person during that period 4. General Membership meeting is scheduled for Nov. 6. That will be the first meeting where additional teachers will be present 5. Angela reiterated the need to re-focus the two special committees – Fund Raising and Playground Enrichment 6. Angela adjourned the meeting at 9:27 PM.
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ACTION ITEMS TRACKING

SL NO	MEETING REFERENCE	DATE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
4	BM01-17	8/31/17	Clean up POD	Angela	Sep 4		
5	BM01-17	8/31/17	Survey Questionnaire	Luisa & Sarika			
7	BM01-17	8/31/17	Talent Show (who, what, when, how)	All			
11	BM02-17	10/5/17	POA Forms to be Updated on the Site	Angela/ Laurel	Nov 2		
12	BM02-17	10/5/17	Laurel confirm whether the Forms send automatic email to approvers	Laurel	Nov 2		
13	BM02-17	10/5/17	Laurel to add field(s) indicating the deadline for each type of communication	Laurel	Nov 2		
14	BM02-17	10/5/17	Information on Google Docs & Forms	Ram/Laurel	Nov 2		
15	BM02-17	10/5/17	Volunteer vetting process details	Angela	Nov 2		
16	BM02-17	10/5/17	Process Documentation	All	Ongoing		
17	BM02-17	10/5/17	Clarification on YMCA & Zumba	Angela	Nov 2		
18	BM02-17	10/5/17	Website change to indicate surplus funds usage for Teacher Appreciation	Laurel	Nov 2		
19	BM02-17	10/5/17	Reach out to Michelle on BrownBear	Angela	Nov 2		



ACTION ITEMS TRACKING COMPLETED TASKS

SL NO	MEETING REFERENCE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
1	BM01-17	Process to leverage PeachJar	Angela	Next Mtg	10/5	
2	BM01-17	Forms Discussion with Ram and Laurel	Angela		10/3	
3	BM01-17	Volunteer List	Angela	Sep 7	10/5	
6	BM01-17	Communication Strategy	Angela, Elysa, Ram, Laurel		10/3	
8	BM01-17	Document Storing & Sharing	Ram	Sep 7	10/5	
9	BM01-PreGMM-17	Distribute generic Gmail UID and PWD	Angela	Sep 30	10/5	
10	BM01-PreGMM-17	Circulate board member contact info.	Angela	Sep 30	10/5	
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12						