

MINUTES OF THE MEETING

MEETING DETAILS & AGENDA

Meeting	BM03-17 - Board Meeting #3
Date of the Meeting	November 2, 2017
Venue	Angela's Residence
Participants	
Attendees	Angela, Debbie, Tammy, Sarika, Luisa, Ram, Mary, Michelle, Heather, Vivian
Absentees	Elysa, Laurel, Gina, Elizabeth, Stina, Elaine, Jessica L
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 at 9:30 AM by welcoming everyone and went over the agenda.
2. Review/Approve Board Meeting Minutes from 10/5/2017	Y	<ol style="list-style-type: none"> Angela provided a summary of the last meeting minutes. Mary made the motion to approve the minutes, Michelle seconded it. All the members approved the minutes with no 'nay's
3. A) Board Business – Kudos		<ol style="list-style-type: none"> Board thanked Michelle, Sarika, Luisa and the Costume Carnival chairs for an excellent carnival. Board thanked the Tammy, Heather and the outreach team for an outstanding food drive. Board appreciated the efforts of Stina, Elizabeth and the Membership team for their extra efforts in manually updating the student info. Board recognized the spirit wear team for the patience in dealing with slowly responding vendor and completing the tasks as planned
3. B) Board Business - Communications – Ram/Laurel	Y	<ol style="list-style-type: none"> Ram outlined the communication request process and how all the requests can be made using one single form The process is explained as: <ol style="list-style-type: none"> The requestor need to fill the form (available on the website) They can select multiple available communication options (PeachJar, KidMail, What's Happening/Web, Bulleting Board, Facebook) Deadlines for each of the channels are outlined in the form. Fill in the information to be published and submit the form after attaching any flyers or documents Laurel, after initial review will send for appropriate approvals. Requester has an option to opt in or out of the process updates. The free form text at the bottom of the form can be used to enter additional information. The same space can be used to provide information on dates and channels if multiple need to be published on difference days This process eliminates the necessity of tracking the approvers and channel owners as all this is done in the back end

MINUTES OF THE MEETING

<p>3. C) Board Business – Bulletin Board Support</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. As no volunteers are identified for Bulletin Board support the members were requested to update the chairs that any bulletin board material should be prepared and put up by the chairs and their teams 2. They were also requested to clear the board once the event is over 3. It was also decided to use sign-up to request volunteers on as needed basis
<p>3. D) Board Business – General Membership Meeting</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Everyone was reminded on the next General Membership Meeting which is scheduled for Monday, November 6, 2017 at 7.00 PM. 2. It was mentioned that a team of K-2 teachers and school counselor, Kailey Mutter, will be there to present social and emotional issues and building students' independence in the primary years
<p>4. A) Budget Review - Balance Sheet – Concerns/Opportunities</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Balance sheet was reviewed and no concerns were raised 2. Mary brought up the issue of very late check request submittal. <ol style="list-style-type: none"> a. Members were requested to submit check requests within 30 days incurring the expense b. It was re-iterated that the request needs two signatures - committee chair and Executive Board Member c. Ideally, the chair should get the approval of the corresponding Board Member only. In case that Board Member is not available and there is an urgency, any other Board Member's signature is acceptable as a special case d. All the members were requested to communicate this to chairs also 3. Debbie clarified that the YMCA line item that was discussed during the last meeting was originally called the "Enrichment Program" and it was changed to YMCA recently 4. She wanted to know if this can be changed back to its original name 5. It was decided to keep YMCA line item and add Enrichment Program line item in next year budget 6. Treasurers updated that the YMCA line item cost is over the budgeted value due to increased cost of Zumba
<p>4. B) Budget Review - Special Funding Requests</p>	<p>Y</p>	<ol style="list-style-type: none"> 1. Angela read out all the Special Funding Requests 2. Sasquatch Challenge - \$200. Angela moved the motion to approve and Debbie seconded it. All the members approved without any opposing it. 3. Lego Robotics Club - \$500. <ol style="list-style-type: none"> a. There was a discussion on whether it is different from regular Robotics Club b. Angela opined that it may be different c. However, Angela is going to send a note to Rich for clarification d. Debbie moved the motion to approve it. Sarika seconded it. All the members approved without any opposition. e. It was decided that this can come out of the Caring and Sharing Budget as it is for Scholarships / Sponsorships to students. 4. Books for Kids and Pizzas for Teachers on PIE night - \$340 <ol style="list-style-type: none"> a. Board felt that while Books for kids can be approved, the Pizza should come from Teacher Appreciation budget b. Angela to send a note to Yvette about funding the Pizza's from Teacher Appreciation



MINUTES OF THE MEETING

		<ul style="list-style-type: none"> c. Books can be accommodated in the PIE night Budget. Angela to send a note on this. d. So, the Request is not approved as submitted
4. C) Budget Review – Raise the Paddle Funds for additional Para Support	Y	<ul style="list-style-type: none"> 1. Rich requested for using Raise the Paddle funds (approx. \$30K) for additional Para support and Reading Club 2. Board Approved the request to use Raise the Paddle Funds for Two years for Reading Club and additional Para support
5. Current Project Updates	Y	<ul style="list-style-type: none"> 1. Reflections Deadline is on November 3 2. Lion Art – <ul style="list-style-type: none"> a. There is still some issue with Art Docent for Ms. Simonsen’s 1st Grade Class b. Sarika to talk to Chris to see if the team needs any help c. Ram to send a note to all the parents in Ms. Simonsen’s class urging them to take active role in Lion Art 3. Popcorn is moving smoothly. Michelle is trying to find a coordinator for next year to transition. 4. Movie and Potluck night – It was decided to remove the Movie and Potluck schedule from the calendar for rest of the year. Ram to send a note to Laurel. 5. Gift-a-Book – <ul style="list-style-type: none"> a. The team updated that the response from the EVP process is more than entire last year’s contributions. b. The team was requested to ask the chairs to stop working on Bulletin Board flyer 6. Spirit Wear – <ul style="list-style-type: none"> a. It was observed that the Spirit Wear button is still available on the website. Angela indicated that while it is available, the ordered need to pay for shipping. The team to re-confirm with the vendor on how long he intends to provide the services and send a blurb to Laurel and Ram, so that all the members are updated via eblast. b. It was decided that PTSA should buy all the surplus items. These can be give aways at various events and also can be sold for parents who missed the deadline 7. Directory – <ul style="list-style-type: none"> a. Treasurers confirmed that the budget is \$3000 for Directory. b. Angela, Ram and Korre to meet at 6 PM (one hour before General Membership Meeting) to shortlist Lion Art Competition entries for Teacher Voting 8. Membership – <ul style="list-style-type: none"> a. It was confirmed that there are a total of 564 members now. b. The class room challenge is starting soon. c. There was a discussion about MySchoolPages Vs. PT Avenue. It was noted that Juliane performed some research on this. Angela to reach out to her to get details 9. Food Drive – <ul style="list-style-type: none"> a. Team was happy to inform that we are the first to deliver the food b. They were also proud to announce that we beat the target by 200lbs. c. Board requested the team to publish this news in WH and FB. This also needs to be publish to entire school.

MINUTES OF THE MEETING

		<ul style="list-style-type: none"> d. They informed that Pajama Day overwhelmingly won e. Team to get approval from Mr. Mellish for Pajama Day on November 17. <ul style="list-style-type: none"> 10. 5th Grade Fundraiser – It was confirmed that while Tapatio may not need the flyer, MOD and Zoe need the flyer 11. The team is requested to send the survey to 4th Graders for next year
6. Upcoming Projects/Programs	Y	<ul style="list-style-type: none"> 1. Spelling bee is on track 2. Year Book – It was decided that no personalization is to be offered this year. It was also communicated about the gated cost structure - \$20 up till Dec 15, \$25 up till Feb 15, and it will be \$30 after that. 3. Holiday Gift Barn – It was communicated that the drop off day would be Dec 5th and 6th. 4. After School Offerings – It was noted that the Teacher Incentive Budget is \$1400 and part of that can be used to incentivize teachers offer the class room for after school programs 5. Fundraising Taskforce is scheduled to start meetings in Dec.
7. Adjournment	Y	Angela adjourned the meeting at 11:45 AM

ACTION ITEMS TRACKING

SI 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		
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		
20	BM03-17	11/2/17	Angela to send a note to Mr. Mellish for clarification on Lego Robotics Club	Angela	Dec 1		
21	BM03-17	11/2/17	Angela to send a note to Yvette requesting to accommodate Pizza cost on PIE night from Teacher Appreciation Budget	Angela	Dec 1		
22	BM03-17	11/2/17	Angela to send a note requesting accommodation of Books cost from PIE night budget	Angela	Dec 1		
23	BM03-17	11/2/17	Sarika to talk to Chris to see if they need any assistance	Sarika	Dec 1		
24	BM03-17	11/2/17	Ram to send a note to Ms. Simonsen class parents urging them to volunteer	Ram	Dec 1		
25	BM03-17	11/2/17	Ram to send a note to Laurel about clearing the Movie night calendar	Ram	Dec 1		
26	BM03-17	11/2/17	Spirit Wear team to talk to the vendor and send a note to Ram/Laurel	SpiritWear	Dec 1		
27	BM03-17	11/2/17	Angela to get details about PT Avenue from Julianne	Angela	Dec 1		
28	BM03-17	11/2/17	Food Drive team to create a success Story and publish it in FB, WH, and to entire school	Food Drive/Angela	Dec 1		
29	BM03-17	11/2/17	Laurel to add Date details on POA Form	Laurel	Dec 1		

ACTION ITEMS TRACKING COMPLETED TASKS

SI 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	
12	BMD02-17	Laurel confirm whether the Forms send automatic email to approvers	Laurel	Nov 2	11/2	
13	BM02-17	Laurel to add field(s) indicating the deadline for each type of communication	Laurel	Nov 2	11/2	