

MINUTES OF THE MEETING

MEETING DETAILS & AGENDA

MEETING	BM04-17 - Board Meeting #4
DATE OF THE MEETING	January 11, 2018
VENUE	Elysa's Residence
PARTICIPANTS	
ATTENDEES	Angela, Elysa, Tammy, Gina, Ram, Mary, Elaine, Heather, Vivian
ABSENTEES	Michelle, Debbie, Laurel, Elizabeth, Stina, Jessica L, Sarika, Luisa
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 7:20 PM by welcoming everyone and went over the agenda.
a) BOARD BUSINESS – BUDGET REVIEW		<ol style="list-style-type: none"> Mary informed that team that there are no issues concerning Budget. She requested everyone again to ensure that all the check requests have proper signatures Angela and Elysa outlined the expenses during Mrs. Robinson's reception and the team decided to use surplus budget from various line items Angela reiterated the need for raising funds Mary and Angela confirmed that there are no special funding requests and that the Assembly by external students need no special funding request
b) BOARD BUSINESS - COMMUNICATIONS	Y	Ram and Angela informed the team that communication is progressing smoothly and there are no concerns
c) BOARD BUSINESS – MEMBERSHIP	Y	<ol style="list-style-type: none"> Angela informed the group that 8 teachers won the 100% membership award There was a discussion on whether to continue distributing the hard copy directory or to move it online. Team felt that there need to be some incentive for paid Members. The topic is slated for further discussion.
3. BOARD BUSINESS – GENERAL MEMBERSHIP	Y	<ol style="list-style-type: none"> Angela and informed that Rich communicated about Fifth grade teacher not ready to present during the next Meeting (currently scheduled for Jan 22)

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MEETING		<ol style="list-style-type: none"> 2. There was a discussion about moving the meeting to morning hours instead of after school for better participation from members 3. It is decided to move the meeting to morning hours to test the theory 4. Ram to inform Laurel to update the website accordingly 5. Ram to communicate to Laurel about removing the Jan 19 Coffee Talk and Jan 26 Culture Conversation from the Calendar
4. DISCUSSION TOPICS – UPCOMING PROJECTS/PROGRAMS	Y	<ol style="list-style-type: none"> 1. There was a discussion about the nominating committee. 2. Board Members are requested to review and communicate their involvement in next year Board 3. Fundraising: <ol style="list-style-type: none"> a. It was felt that Ally, Allison, and Tracy could be part of the Task Force b. Gina and Vivian to talk to these three members and any other people who may be interested 4. Elysa outlined the arrangements for Culture Fair (scheduled for Feb 9th from 6:00pm to 8:00pm). 5. Yearbook Sales: Ram, Christine, and Mary to connect and Ram and Christine to track the orders. 6. 5th Grade Fundraising– <ol style="list-style-type: none"> a. Mary confirmed that the revenue from this is more than expected. b. It was decided to send out a survey to 4th grade parents about the continuation of 5th Grade Fundraising or to make it donation based 7. Coat Drive by Girl Scouts is confirmed 8. There was a discussion about the need to take care of the Lost and Found items at the school. It was felt that the jackets may be used for the Coat Drive 9. Angela reiterated the need for Board Members to complete training. 10. There was a discussion about honoring Mrs. Robinson. Everyone felt that it is a great idea. Angela and Elysa to check with Rich what is permitted according to district and school rules. Every one confirmed that a page need to be dedicated for this in the year book
6. ADJOURNMENT	Y	<ol style="list-style-type: none"> 1. Angela adjourned the meeting at 9:01 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		
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		
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		
30	BM04-17	1/11/18	Ram to request Laurel to take off Jan 19 th Coffee Talk and Jan 26 th Culture Conversation from Calendar	Ram	Jan 11		
31	BM04-17	1/11/18	Gina and Vivian to initiate Fundraising Taskforce discussions	Gina/Vivian	Jan 22		
32	BM04-17	1/11/18	Mary, Ram and Christine to meet about Year Book Sales tracking	Mary/Ram	Jan 22		

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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	
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	
14	BM02-17	Information on Google Docs & Forms	Ram/Laurel	Nov 2	11/2	
24	BM03-17	Ram to send a note to Ms. Simonsen class parents urging them to volunteer	Ram	Dec 1		
25	BM03-17	Ram to send a note to Laurel about clearing the Movie night calendar	Ram	Dec 1		