

MINUTES OF THE MEETING

MEETING DETAILS & AGENDA

MEETING	BM05-17 - Board Meeting #5
DATE OF THE MEETING	March 1, 2018
VENUE	Elysa's Residence
PARTICIPANTS	
ATTENDEES	Angela, Elysa, Tammy, Gina, Ram, Mary, Elaine, Michelle, Debbie, Heather, Sarika, Vivian
ABSENTEES	Laurel, Elizabeth, Stina, Jessica L, 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 10:08 AM by welcoming everyone and went over the agenda. Elysa and Angela provided new principal update. Members expressed concern over the lack of proper communication and non-inclusive decision making. Elysa and Angela informed that they are scheduled to meet Ron and may obtain additional insight. They also informed that they are trying to include the new principal for the coffee talk currently scheduled for March 16.
2. BOARD BUSINESS – BUDGET REVIEW		<ol style="list-style-type: none"> Debbie informed the team that there are no issues concerning Budget and we are tracking as planned. She informed that majority of unallocated funds are used for expenses during Mrs. Robinson's reception
3. BOARD BUSINESS – MEMBERSHIP	Y	<ol style="list-style-type: none"> Angela informed the Board that the membership reached 570 It was confirmed that award entry was submitted for achieving 100% staff membership
4. NOMINATING COMMITTEE	Y	<ol style="list-style-type: none"> Board approved and confirmed the committee member's names as Elysa, Angela, and Mary.
5. MISCELLANEOUS	Y	<ol style="list-style-type: none"> Angela confirmed that the Board has not decided to take a resolution for the National Walkout Day for HS (Solidarity for School Violence) on April 20th. She informed that the school also has no resolution on this. She informed that school is going to have full time counselor and behavioral health professional soon.

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6. ADJOURNMENT	Y	1. Angela adjourned the meeting at 11:45 AM

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		
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		
30	BM04-17	Ram to request Laurel to take off Jan 19th Coffee Talk and Jan 26th Culture Conversation from Calendar	Ram	Jan 11		
31	BM04-17	Gina and Vivian to initiate Fundraising Taskforce discussions	Gina/Vivian	Jan 22		