



MINUTES OF THE MEETING

MEETING DETAILS & AGENDA

MEETING	BM01-PreGMM-17 - Board Meeting #1 (Before the General Membership Meeting)
DATE OF THE MEETING	September 18, 2017
VENUE	Newcastle Elementary School Library
PARTICIPANTS	
ATTENDEES	Angela, Elysa, Tammy, Sarika, Luisa, Ram, Debbie, Mary, Michelle, Gina, Vivian, Heather
ABSENTEES	Elaine, Jessica L, Laurel, Elizabeth, Stina
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
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<p>1. BRIEF CHECK POINT BEFORE GMM</p>	<p>Y</p>	<p>A. Elysa kicked off the briefing and re-iterated the check request process –</p> <ul style="list-style-type: none"> ▪ All check requests should be submitted within 30 days of expenditure. This is very important to keep track of the available budget. ▪ All receipts are to be itemized and should have the name of the business at which the expense was incurred. ▪ Please remember that all expense requests require 2 signatures prior to submittal. <p>B. All the members have generic gmail accounts and some of them auto-forwards to personal email accounts. Many of the members do not have access information. Angela will be circulating the user IDs and passwords, so that we can start using Google Docs for document storing and sharing.</p> <p>C. Jessica and Elaine need to be contacted if any of the board members need to access the list of volunteers available for their tasks</p> <p>D. There is a need to circulate all board members contact information (email and phone) to all the board members. Angela will be sending this information shortly</p> <p>E. It was confirmed by Michelle that Bailey will be the chair for Picture Day and all the items for Picture Day (including volunteers) are in order</p> <p>F. Angela communicated that Board signed contract with Dorian for Yearbook as they already addressed the additional items we wanted (hence no need to re-start an entirely new relationship)</p> <p>G. The next board meeting would be on Oct. 5th in the evening. And specifics will be sent shortly.</p>
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ACTION ITEMS TRACKING							
SL NO	MEETING REFERENCE	DATE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
1	BM01-17	8/31/17	Process to leverage Peachjar	Angela	Next Mtg		
2	BM01-17	8/31/17	Forms Discussion with Ram and Laurel	Angela			
3	BM01-17	8/31/17	Volunteer List	Angela	Sep 7		
4	BM01-17	8/31/17	Clean up POD	Angela	Sep 4		
5	BM01-17	8/31/17	Survey Questionnaire	Luisa & Sarika			
6	BM01-17	8/31/17	Communication Strategy	Angela, Elysa, Ram, Laurel			
7	BM01-17	8/31/17	Talent Show (who, what, when, how)	All			
8	BM01-17	8/31/17	Document Storing & Sharing	Ram	Sep 7		
9	BM01-PreGMM-17	9/18/17	Distribute generic gmail UID and PWD	Angela	Sep 30		
10	BM01-PreGMM-17	9/18/17	Circulate board member contact info.	Angela	Sep 30		