

MEETING DETAILS & AGENDA

MEETING	BM05-17 - Board Meeting #7
DATE OF THE MEETING	June 4, 2018
VENUE	Newcastle Elementary School Library
PARTICIPANTS	
ATTENDEES	Angela, Elysa, Tammy, Gina, Ram, Mary, Michelle, Debbie, Heather, Vivian, Allyson, Trisha
ABSENTEES	Laurel, Elizabeth, Stina, Jessica L, Elaine, Luisa, Sarika
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.	Call to Order and Welcome	Y	Angela and Elysa kicked off the meeting at 6:17 PM by welcoming everyone. They informed the members that General Membership meeting and Board Meeting will be held on the same day, whenever applicable.
2.	Volunteer Appreciation	Y	Angela informed that there was a communication gap and the Volunteer VPs were not aware of the appreciation luncheon. So, it was not scheduled this year. So, PTSA is planning to send an acknowledgement note along with some small gift. All the members are requested to provide the names of the volunteers that they worked with.
3.	Check Requests		Mary indicated that to be able to close this year's financial reports in time, we need to have the check requests no later than Jun 15th. Mary to send a note to Laurel to include this deadline in eBlast.
4.	Membership	Y	There were no new updates on Membership As the Directory is going to be digital next year, there was discussion on how to incentivize the members (vs. non-members). One idea is to limit the student contact details to only paid members and leave rest of general information available for everyone There was a discussion on moving the sponsor ads (this being auction year) to year book as Directory is no longer printed.
5.	Summer Meeting	Y	Angela informed that a summer meeting is being planned in the first or second week of August.
6.	Adjournment	Y	Meeting was adjourned at 7:07PM

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		
33	BM07-17	6/4/18	Mary to send a note to Laurel for eBlast about check request deadline	Mary/Laurel	6/15		
34	BM07-17	6/4/18	Allison and Trisha to publish Art Competition winners in eBlast	Allison/Trisha/Laurel	6/15		

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		