

2022/2023 Board Planning Agenda Minutes
July 25, 2022, 1p
Mary's House

Attendees: Mary Vickers, Janis Yu, Rita Hu, Rebecca Nguyen, Jennifer Wang, Allison Sweeney, Bisa Meek, Ellie Diaz

Topics

1. Introductions/Icebreakers

2. Roles/Expectations

Reviewed explanation of roles and expectations

Ensure training is completed by attending sessions related to your role

Mary will email info on how to access trainings

Board to email Rebecca(secretary) on training they have completed

Reminder to board to renew PTSA membership at EVP on August 8

Ensure members have activated email accounts for current positions and to check weekly

Procedures to access and sign check requests reviewed

Board voted on check signers:

Bisa, Jenn, Janis, Rebecca, Mary

Danielle motioned, Bisa seconded, approved verbally by board.

Mary will email Homestreet Bank to set up time for check signers to go in

3. Strategic Planning

Alignment to Mission, Standing Rules

Reviewed Standing Rules and adjustments were made to the definition of "Board of Directors."

It will now be called "Executive Committee" as to not require Communications Director, Website/E-Communications Rep, Advocacy Chair, Membership Rep, Auction Chair, Parent Education Rep and ISF Ambassador. President will bring this to the Membership Meeting to approve, which will be held on August 16.

4. Auction Update – March 10, 2023 w/ Matt Lorch @Hyatt

- a. Ellie Diaz, Jennifer McAleer

- b. Ellie spoke on the theme of auction, "There's Magic in the Air Tonight." Princess and the Frog/Mardigras. The need for volunteers was discussed and ideas.

Ellie & Jenn's email: 2023newcastleauction@gmail.com

5. Administration

Board meeting schedule determined:

- a. 2nd Wednesday evening of each month at 7p. Location at Newcastle Elementary library. Exception is for August. That meeting will be **August 16th at 7p at Mary's House.**
 - September 14
 - October 12
 - November 9
 - December 14
 - January 11
 - February 8
 - March 8
 - April 5 (due to Spring Break)
 - May 10
 - June 14 (TBD)
- b. General Membership meetings – target 4-5; Mary will check with Dr. Wood's schedule and ask if he wants to incorporate principal chat again
- c. Volunteer position needs – **list to Janis by July 31**

6. Key Upcoming Dates

- a. First official board meeting August 16 @ 7p at Mary's
- b. Aug. 30 – first day of school