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**Terra Linda PTC Board Meeting**

**March 21, 2018**

**Minutes**

|  |  |
| --- | --- |
| **President** | Tamara Peters – present |
| **Vice President of Fundraising** | Jenn Collett – present |
| **Treasurer** | Brian Baldwin – present |
| **Volunteer Coordinator** | Rick Collett – present |
| **Secretary** | Emily Struthers – present |
| **Communications Coordinator** | Michelle Fordice – present |

Meeting called to order at 6:37

**Meeting Minutes**

* Minutes from February board meeting reviewed
* Approved as amended

**President Update**

* IXL/AR
  + Christy surveyed teachers about how they are using IXL
  + Christy is aware of other websites to enhance math learning that are free websites and could be optional replacements for IXL for next year
  + Christy is going to pull usage reports to see which teachers are using AR and how often, and will investigate usage at other Beaverton elementary schools
  + Trying to find out if possible for interested families to purchase AR for use at home and alternatives to AR to use in the classroom and at home
* Kindergarten Orientation
  + April 12th
  + Tamara and Rick will attend
  + Laptops available for families to fill out volunteer paperwork
  + Invite parents to like Terra Linda on Facebook
  + Michelle will create handout for families to take home
* PTC Storage Room
  + Cleaned over the summer, but still a lot of stuff in the room
  + Lots of carnival stuff under the stage and old supplies in Mr. D’s area
    - Need to have work party to dispose of items
    - Michelle volunteered to help out
* Earthquake Preparedness
  + Should purchase supplies this year
  + Need water and granola bars
  + Old supplies are expired and need to be thrown away
* Popcorn Machine
  + Machine is old and difficult to use
  + Tamara going to research how much it will cost to buy a new one and make proposal at next PTC meeting
* Open Board Positions
  + Jenn and Michelle are not going to stay on board next year
  + Brian will stay on board but cannot commit to being at every meeting
    - Will compile budget update for meetings he will not be able to attend
  + Tamara, Rick, and Emily will stay on PTC board for another year
* Need to create committee for 50 year anniversary of Terra Linda
* Calendar for Board Positions to ease transitions to next year
  + Each board member will compile list and post to google drive for us to review
  + Should we keep Communications as a board member or committee chair?
    - Communications was switched to a board member to have better communication to Terra Linda community and ensure Communications chair is in the loop of other events
    - Need to consider how to divide up tasks within Communications and Volunteer board members, and which tasks can be completed by someone else
    - Good feedback about Teacher Welcome letter and Thanksgiving letter
    - Suggestion to write a Year in Review letter so families see the accomplishments of PTC from this year
    - Invite friends to like Terra Linda on Facebook and Instagram
  + Reserving space for PTC events
    - Jenn creates request for every event through district website
    - Need an account to create request for event space
    - Tamara and Emily will get set up with accounts to take over for Jenn next year
* Need to decide which PTC activities to continue with next year and possible future programs
  + April meeting is too busy to have discussion
  + Michelle will create survey to get feedback from families
    - Board will email suggestion questions to Michelle
    - Send survey the week after spring break, give families two weeks to respond
* 4th grade fundraiser
  + Will use surplus hot dogs as part of fundraiser
  + 4th grade party is on June 1st
* Makerspace
  + Proposal at PTC meeting went well
  + Amy Wick shared that teachers seem realistic but excited
  + Money was approved at PTC meeting
  + Christy said they are trying to get some materials purchased and ready for STEAM night
    - Tamara let Christy know PTC can help out

**VP Fundraising Update**

* Extra $300 for teachers added to pre-existing teaching funds, rather than creating a new category in budget
  + Total amount in budget for teacher funds is $500
  + Brian has several receipts to reimburse teachers
  + Not sure how much teachers have spent yet
  + Brian will send individual notes to teachers next month to notify them how much money they have left to spend this year
* Bingo night
  + Suggestion to hold Bingo night as a 4th grade fundraiser for 5th grade party
  + Currently used as a community event instead of fundraiser
  + Break-even this year
    - Cost for event was about $750
    - Profit was about $700

**Volunteer Coordinator Update**

* Attended Better Impact training
  + Learned how to create alerts to know when a new volunteer signs up
* Another school has a ‘Donuts for Dads’ event and a ‘Donuts for Divas’ event
  + Can be an emotional trigger for kids in single parent families
* Need 30 volunteers for field day
  + Mr. D wants to have adult helpers versus high school helpers this year
  + Rick will look into Sunset HS leadership group that could possibly help
  + Sunset HS group helped out with Jog a Thon and was a very responsible group
  + Sunset HS group is also holding Service Day on May 20th at Terra Linda
* Would like a committee chair job description for next year so people know expectations for role, i.e. how to get volunteers, how to advertise, follow up on success of event
* Book fair is best if tied to an evening event
  + Spring book fair is not connected to an event
  + Spring book fair is a buy one get one event
  + Usborne event is same night as STEAM night

**Treasurer Update**

* Still have surplus after Makerspace purchases
* Money from track installation is finalized
* Receiving more money than expected from Amazon Smile, Bales, Taekwondo, Book Fair, and others
  + Smaller fundraisers grouped under Miscellaneous category
* Will advertise Box Tops fundraiser in next PTC blast
* Brian will reach out to Christy and Lisa Nelson about $2000 for library fund
  + Could possibly be spent on books for intervention, rather than library books
* Need to establish how much money to pass through budget for next year’s budget
  + Usually start year with $10,000
* Still have $100 for volunteer badges
  + Possibly change color of badges next year to ensure everyone is up to date
* PTC board has $100 budget
  + Michelle will use for Communications expenses this year
  + Michelle will let Brian know how much money to include for Communications next year

Meeting adjourned at 8:06