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**Terra Linda PTC Board Meeting**

**March 21, 2018**

**Minutes**

|  |  |
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| **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