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**Terra Linda PTC Board Meeting**

**April 26, 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 6:45

**Meeting Minutes**

* Minutes from the April 9 meeting were reviewed
* *Minutes approved as amended*

**President Update**

* Board vacancies for 2018-2019
  + Haven’t received any interest
  + Jenn has been discussing open position with Mike Baldwin
    - He is interested but wants to discuss details with Jenn soon
  + Tamara will include open positions and description when sending out agenda next week
* Suggestion to use Smore app to communicate with families
  + Can view how many people open the email and how long they are viewing email
  + Cost is $100 per year
  + Michelle said she can track how many people are looking at Blast on PTC website

**Communication Coordinator Update**

* PTC survey results
  + Preferred communication: email
  + Community events were fairly evenly distributed
  + Club events
    - Art Lit, running club, and passport had high participation
  + Evening events
    - Several suggestions from families
  + Guest speakers
    - Several people found value in speakers, especially grade specific topics, but also some feedback to have short meetings
  + Budget priority, highest to lowest
    - Classroom enrichment, field trips, community events, classroom parties
    - All categories were fairly even
  + Ideas to encourage attendance at PTC meetings
    - Keep them short, Facebook live, try different times or days
    - Might be beneficial to have on a different night than Wednesday so that teachers do not have multiple meetings
    - Possibly ask teachers to sign up for one meeting to attend per year
      * Teachers also sign up for one community event to attend
  + 59 people responded to survey
  + Bylaws need some minor updates
    - Jenn will revise bylaws and present at May meeting

**Treasurer Update**

* Budget Review for 2018-2019
  + Brian received a few emails from committee chairs stating that current amounts were okay
  + Hard to budget for clubs because we don’t know how much they will spend by the end of the year
    - Possibly move cutoff for spending to earlier in the spring
  + Kelly Englund is interested in chairing One School One Book
    - Keep budget the same so that we can use two years’ worth of budget to buy higher quality book
  + Keep OBOB budget the same for next year
    - Kelly lost receipts so not as much money was spent this year
* Suggestion to present two drafts at PTC meeting
  + Larger budget similar to what we have now
    - If people prefer this, we need additional fundraisers and need people to volunteer at May meeting to head up fundraisers
  + Smaller budget so that we do not need to have additional fundraisers, but cut budget in several areas
* Board discussed budget options and decided to have second fundraiser, possibly an auction, so that we can keep larger budget
  + Several board members willing to help out with auction
  + Should hold fundraiser in Jan/Feb so that we know how much money is raised
  + Advertise that portion of money goes to PTC operating expenses, anything raised above that amount should go toward a goal item such as Makerspace
  + Set goal of $8,000 for second fundraiser
* Will present budget at May meeting
* 4th grade fundraiser is 6-8 pm on June 1st
* 5th grade party committee will possibly use excess party money to buy a Keurig to give to teachers as a thank you

Meeting adjouned at 8:25