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**Terra Linda PTC Board Meeting**

**April 26, 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 6:45

**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