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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 6:39.

**Meeting Minutes**

* Minutes from last month’s meeting were reviewed
* *Minutes approved as amended*

**President Update**

* Board members for 2018-2019
  + Trying to find volunteers to fill open board positions through PTC Blast and Volunteer Coordinator email
  + New board is elected in May
  + In June, new board reviews and votes on proposed budget
* Kindergarten orientation
  + Michelle created document to share with parents, will email to group for feedback
  + Christy is going to raffle old jog-a-thon shirts
  + Tamara and Rick will attend
* PTC Survey going out soon

**Volunteer Coordinator Update**

* Review fall activities without committee chairs
  + Fall dance does not have chair
  + Old chair is Kelsey Workman
    - She is willing to help out again in future but is open to new person taking on this role
  + If nobody volunteers for committees, should we include items in budget for next year?
* Volunteers needed for Usborne Book Fair and STEAM night
  + Sunset leadership team will help out at STEAM night

**Treasurer Update**

* Budget Review
  + Still have money in several accounts for 2017-2018
    - OBOB $810
    - Coding Club $750
    - One School One Book $850
    - Running Club $1000 ($313 spent, anticipating $750 in expenses)
  + Michelle will find out from Kelly Osborne if any money was spent for above accounts and how much to anticipate for future
  + If any accounts have extra money, could possibly transfer extra money to 4th grade Pioneer Day if there is a need
    - Michelle will follow up with 4th grade teacher
  + Budget review for 2018-2019
    - Reviewed line items and made some adjustments based on this year’s spending
    - Brian will email copy of budget draft for PTC board to review
    - Board will review and meet again on April 30th to give feedback
    - Will present proposed budget at May 2nd meeting

Meeting adjourned at 8:18