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**Terra Linda PTC Board Meeting**

**May 24, 2018**

**Agenda**

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| --- | --- |
| **President** | Tamara Peters  |
| **Vice President of Fundraising**  | Jenn Collett  |
| **Treasurer**  | Brian Baldwin  |
| **Volunteer Coordinator**  | Rick Collett |
| **Secretary**  | Emily Struthers |
| **Communications Coordinator** | Michele Fordice/Nicholas Peterka |

Meeting called to order at 6:37 pm.

**Minutes**

* Minutes from April 26th meeting were reviewed
* *Minutes approved as written*

**President Update**

* Popcorn machine inquiry from Penny Galvin
	+ Will give old machine to Penny
	+ Should receive new popcorn machine and laminator soon
* 2018/19 Author Visit
	+ Olivia Buck, coordinator from this year’s visit, reached out about next year’s author
	+ Eric Ode, October 22-26
	+ 1 session: $585, 2 sessions: $685, full day: $925
	+ Author visit does not have to be same week as Usborne book fair
		- Last Usborne book fair earned $1700 in credits
	+ Tamara will book Eric Ode for next year
* 4th Grade Fundraiser: Money protocol
	+ Brian, Tamara, and Michelle will coordinate details for money box, Square
	+ Make request to Brian to get change for money box by Thursday prior to event
	+ Volunteers count and give money to Maria to put in safe, Brian then deposits in bank account
	+ Fundraiser will raise money through raffle tickets for smaller baskets, silent auction for large items, food sales
	+ Will advertise more over the following week within Terra Linda School community, not larger community due to food permit requirement
* Calendar Updates
	+ Proposal to move PTC meetings to 6:30-7:30 for next school year
	+ Proposal to skip December PTC meeting for 2018-2019
	+ Will move Option school meeting to non-PTC meeting night
	+ Tamara finalizing calendar with Christy and committee chairs, will send out once complete
	+ Emily applied to be able to register events with Beaverton School District and has not heard back, will follow up with Jenn

**Volunteer Coordinator**

* Field Day schedule change
	+ 3rd-5th grade field day will be in the morning instead of afternoon
	+ Rick coordinated with volunteers that had already signed up to move to morning time slot
* Engineering for Kids Portland Metro afterschool class inquiry
	+ Helen LI reached out to Rick about afterschool program
	+ Need to be approved through school district, Rick will forward Helen’s email to Christy
* Rick will create separate badge box for active volunteers so that it is easier for volunteers that are at school on a regular basis to find their badges
* 421 volunteers in system, 70-80 volunteer each month
* Rick will send one more email about open positions, including back to school picnic chair and treasurer auditor
	+ Will state that events will not happen if no one volunteers

**Treasurer**

* Motion to approve additional $100 for pioneer days
* *Motion approved*
* Confirm Final Budget
	+ Several accounts still have money for this school year
	+ Estimating $9000-$10,000 to carry over for next year
	+ Will review 2018-2019 budget at PTC meeting on June 6th and vote on budget

**Communication Coordinator**

* Michelle passing off responsibilities to Nicholas
* PTC Welcome packet needs to be in digital form on the website
	+ Waste less paper and put more focus on the website
	+ School will still have packet to send out to families
	+ Pass out PTC packet to Kindy and 1st grade
	+ Include link to website packet info and directory opt-out form to all students
* Budget of $250 for communication coordinator
	+ Can be used for Canva, bulletin boards, Facebook and Instagram accounts
* Next board meeting will be in August
* First PTC meeting will be September 11th
* Not all PTC events are on school calendar
	+ PTC calendar on website pulls from school calendar
	+ Could we add extra events to our calendar?
	+ Possibly create internal document in G Suite with PTC events
* Rick will transfer communications coordinator email to Nicholas
* Michele shared list of volunteers to help out with communications coordinator position
* Send emails for Terra Linda families to Maria and she forwards it out

Meeting adjourned at 7:51