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**Terra Linda PTC Board Meeting**

**May 24, 2018**

**Agenda**

|  |  |
| --- | --- |
| **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