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**Terra Linda PTC Board Meeting**

**October 18, 2018**

**Minutes**

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

Meeting called to order at 6:38

* Reviewed minutes from September 2018 meeting
* Minutes approved as written

President

* Updates from monthly meeting with Christy
  + Options Night Update
    - Tamara heading up the meeting
    - At 6:30 in the library
    - Emily will change location from cafeteria to the library
    - Britta McCarter, counselor, will have a presentation about middle school options
    - Panel of students from each school will present on their experience
      * 3 schools’ representatives are filled
      * Tamara will post on Nextdoor to find students from other schools or check with 5th grade teachers
  + Enrichment funds
    - Trying to evenly disburse funds based on class size
    - For this year, all classes will receive same amount
    - Teachers can ask for additional funds at PTC meeting if needed
    - Allocate money by class size next year
  + MLK Day of Service
    - State wide day of service, either at school or a different location
    - Christy is going to reach out to Sunset Highschool Leadership and other elementary schools to see what they are planning
    - We don’t have a committee chair for this event
  + Artist in Residence
    - Scheduled to happen next year
    - Need to recruit community chair to start planning event
    - Rick will advertise in next volunteer email
    - Emily will add to PTC agenda for November
* Author Visit
  + Next Tuesday, October 23
  + Nicholas will advertise on social media
* PTC Goals for the year
  + Think about ideas and discuss at next meeting
  + Find new board members
  + Have committee chairs document job description and either present at PTC meeting or provide written update

Volunteer Coordinator

* Book fair is going well
  + Picked up extra copies of some books at Scholastic warehouse
  + Volunteers have stepped up
* Movie night
  + Cub Scouts and Girl Scouts will help out
  + Jeff Olson working to improve sound system for this year
* Only 2 classrooms left without party parent
  + Either classroom parent will help with Halloween party or grade levels will possibly combine for party
* Volunteers doing a good job of filling open positions
* No one has volunteered to work on PTC bulletin boards
  + Would be nice to have something posted prior to movie night
  + Rick will include with volunteer email
* Gavin has been working on Makerspace
  + Might come to next PTC meeting to request funds and get details about what was purchased last year
  + Gavin has meeting scheduled with district makerspace rep
  + After meeting he will have better plan and request volunteer help if needed
  + Zach Waters suggested having guest speakers come in to teach lesson using makerspace
* Board Position Responsibility
  + Board needs to update their roles for this year to hopefully make next year’s transition easer
  + 4 board members being replaced
  + Nicholas will stay on as Communication Coordinator and Mike will stay on as VP Fundraising

Meeting adjourned 7:32 pm