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**Terra Linda PTC Board Meeting**

**September 27, 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 6:35.

* Review minutes from May 2018 meeting
* Minutes approved as written

Treasurer

* Brian will connect with Gavin to update reimbursement forms on website
* Finalizing taxes for PTC, everything looks good
	+ Budgeted approx. $750, probably will be closer to $500
* Jog a thon
	+ Rasied $5900 in sponsers
	+ Lowered t-shirt costs from $4500 to about $2800
	+ Remaining sponsorship money goes toward paying for prizes such as pizza and popcorn parties
	+ Currently at $16,000 in donations through Pledgestar, doesn’t account for corporate matching
	+ Estimate that 70% of donations go through Pledgestar
	+ Pledgestar costs $1000 to use
	+ Final Pledgestar money needs to be turned in by October 5
* Suggestion to switch from Bank of America to a different bank
	+ Brian will look into options
	+ Would need to leave BofA account open for at least a year to make sure all accounts are transferred, including Amazon Smile, Quick Books, etc

President

* Speakers at PTC meetings
	+ No one lined up for October meeting
	+ Tamara will reach out to Christy to see if a teacher wants to present at October meeting
* Emergency supplies
	+ Tamara will follow up with Christy on where we can store food and water
	+ Tamara will purchase items this year, use food at field day, purchase food again at end of this year for next year

Volunteer Coordinator

* Board Positions - What do you do?  Start noting what you do as the year progresses.
	+ Continue listing tasks to ease transition for next year’s board
	+ Can be a working document throughout year and pass it over at end of year
* 2019-2020 Board Positions - What do we need to recruit for?
	+ Begin advertising for next year’s board members
	+ Need to fill President, Treasurer, Volunteer Coordinator, and Secretary
	+ Will check with Nicholas to see if he wants to be Communications Coordinator for 2 years
	+ Mike will stay on as VP Fundraising for 2 years
	+ Focus with this board was on transparency so that all families can know what is going on with PTC activities and budget
* Classroom Volunteer Positions Updates
	+ 7 classrooms still need either party parent or class representative
	+ Rick will get party parent names to Brian so he can give money to volunteers for Halloween party
	+ More positions are filled than last year
	+ Rick will send email with volunteer guidelines
* Jog a thon
	+ All volunteer positions filled
* Suggestion to have committee chairs present before and after the event at a PTC meeting
	+ Hopefully will be able to have Jeff Olson present at upcoming PTC meeting about movie night on October 19
* Timing of events for this year:
	+ Dance in February, Auction in March, Bingo night in May
	+ Usborne book fair same week as STEAM night
		- Eric Ode doing author visit end of October
		- Tamara will meet with Olivia Bucks soon to discuss Usborne book fair and author visit
		- Beneficial to have chairperson to help get kids excited prior to author visit, but not necessary
	+ One School One Book
		- Scholastic book rep is going to recommend some books to Rick that would be good for whole school
		- Amanda Englund is organizing One School One Book
		- No evening event planned for end of One School One Book
		- $850 budgeted for books
	+ Wish List
		- Jenn is coordinating lists again this year
		- Need to add this role to committee chairs
* Teacher knowledge of PTC money and events
	+ Rick presented at staff meeting about volunteers
	+ Suggestion to present at future staff meeting to educate teachers on PTC enrichment money, wish lists, etc
	+ Mike will email Christy to find date that we can present at meeting

For next meeting:

* Think of big ideas we want to tackle for this year

Meeting adjourned at 8:00