



Terra Linda PTC Board Meeting

August 15, 2019

Meeting Minutes

President	Marla Hay
Vice President of Fundraising	Mike Baldwin
Treasurer	Paul & Allison DeHaan
Volunteer Coordinator	Jamie McCarl
Secretary	Julie Lavers
Communications Coordinator	Nicholas Peterka

Meeting called to order – 6:38 pm

Motion to approve minutes with revisions

Motion Approved

Marla Hay

- Email discussion – we will use our PTC addresses for communication
- Calendar Review:
 - We reviewed two calendar dates in question and decided the dates for the Auction, Bingo Night, and 4th grade Fundraiser are as follows:
 - March 13th – Auction
 - February 21st – Bingo
 - May 15th - 4th grade fundraiser
 - Julie to email Maria re: calendar clarifications. School Dude
- Budget Discussion:
 - Discussed adding a line item for Maker Space support staff, and fund \$200 – we decided we need more information so Marla talk to Christy.
 - Determine how we are allocating classroom funds, i.e.: per class or per student? Decision to fund by classroom rather than per student due the fluctuation of students per class throughout the year.
- Upcoming Events:
 - Which Board members are attending the New Family Orientation – Jamie will represent the PTC Board.
 - Back-to-School Picnic – PTC Board will do shifts 4:15-5:15 & 5:15-6:15. We will combine the PTC & Welcome table so we are not staffing two tables.
 - Curriculum Night – Marla will represent the PTC Board.

Jamie McCarl –

Jamie is going to reformat the PTC flyers for BTS Night and will ask Christy to resend updated BTS night email with food options and prices

- **Committee Volunteers:**
 - Auction Committee status – is there a committee? No one knows so we will follow up with Christy. If there is not a committee, Jamie will add a line item in the Volunteer database to form a committee.

- **Miscellaneous Business:**
 - We have two PTC Bulletin Boards that need updating; Nicholas volunteered to find someone to update the boards. We will use two boards divided into two sections each
 - Static info: PTC communication, Running Club, Volunteer Info
 - Dynamic info board: updated with events and news

 - Get Bios to Nicholas ASAP. Please get bios and photos to Nicholas no later than Tuesday, August 20th, by the end of the day.
 - Nicholas will send an email regarding Oregon College Savings Plan, we will decide if it should be sent to Christy to determine whether we will post info
 - Need to get clarification from Christy on third party communications, what is the PTC's role

- Next meeting Tuesday, September 10th at 6:30.