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**Terra Linda PTC Board Meeting**

**September 2, 2020**

**Meeting Minutes**

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| **President** | Rick Collett  |
| **Vice President of Fundraising**  | Brittney Pineda  |
| **Treasurer**  | Paul & Allison DeHaan |
| **Volunteer Coordinator**  | Jamie McCarl |
| **Secretary**  | Julie Lavers |
| **Communications Coordinator** | Ketaki Deshpande |

Join Zoom Meeting
<https://us02web.zoom.us/j/82935301832?pwd=bzdKVTNNSzdLaXhaWmNyRTYyb0w2UT09>

Meeting ID: 829 3530 1832
Passcode: 073278

(**unapproved until next meeting**)

Meeting called to order at 6:35pm

**Rick Collett, President** –

* List of confirmed Committee Chairs:
	+ Jamie is updating the committee chairs at this time. She will share the list.
* Facebook Groups - status
	+ Ketaki is doing some research regarding Facebook groups. We will need someone to be in charge of each grade level’s group, we discussed that could possibly fall to the classroom volunteer coordinator or party parent.
* Chipotle Online Fundraiser:
	+ Chipotle sent an email to schools offering 33% of sales donation. Brittney will reach out to Becky Seppala to see if this is something, we would like to participate in for our Dining for Dollars.
	+ Terra Linda t-shirts for all students?
		- Liz Sarles brought up the idea of providing all students with a Terra Linda t-shirts since they will not have a Jog-A-Thon t-shirt. The board discussed and agreed to bring it to the PTC meeting for discussion and a vote.
* PE Kits for all students:
	+ Emily Struthers has asked about providing all students with a PE kit. We will get more information from her at our PTC meeting on September 16th.

One School, One Book

* + This is the year for our One School One Book. Rick will talk with Christy and Jamie will reach out to our committee chairs of two years ago to see if they are interested in chairing this event again.

**Paul & Allison DeHaan, Treasurers –**

* New budget file upload needed:
	+ Rick asked Paul and Allison for an updated budget, they have been working on it and will present as soon as possible
* Cost of PayPal per transaction:
	+ The question of PayPal transaction fees came up. There should not be any fees as we are a non-profit entity.
* Classroom funds allocation amounts:
	+ Paul and Allison will talk with Christy to iron out teacher fund allocations and confirm the budget line item.

 **Julie Lavers, Secretary –**

* Process for minutes clarification
	+ What is the process for submitting our agendas and minutes to Smore? Ketaki will discuss this with Nickolas and report back.
* December meeting –
	+ We generally do not meet in December but a meeting is the calendar. The board will meet in December but we will not have an at large PTC meeting.

Meeting adjourned 7:32 pm

Respectfully submitted,

Julie Lavers