

BOD Meeting Minutes
September 6, 2017
9:15am, Maureen's House

Called to order at 9:25am by Maureen Crabtree, President

In Attendance (13): Maureen, Stephanie, Jennifer, Ashley, Melissa, Elysia, Megan, Miyoko, April, Margo, Christine, Jessica, Kelly

- I. President's Report – Maureen
 - A. Discussed 'Standards of Affiliation' checklist
 - B. We will discuss achieving 'Standards of Excellence' – discuss in detail at October BOD
 - C. Board members need to attend BOD Meetings and GM Meetings
 - D. Reviewed final draft of Goals. Will approve at GM Meeting.
 - E. Standing Rules 2017/18 amendments reviewed. Will approve at GM Meeting.
 - F. All members signed up to attend at least 1 PTSA council meeting.
 - G. Basket Auction theme: 'Safety, CPR, First Aid' Basket w/potential Birthday Party at Fire Station (donated by Mike Dettmer/Kirkland Fire Dept.)

- II. Treasurer's Report – Elysia
 - A. Discussed changes to budget.
 - a. Fun Run – Raised budget to \$4800. Flyer printed only if needed.
 - b. Treasury - \$200 annual budget created for treasurer supplies.
 - c. Grant – Classroom Teacher edited for part time and full time
 - d. Compostable budget up \$100 to \$400
 - e. Stipend for Yearbook - \$2232

- III. Secretary's Report – Jennifer
 - A. Quorum yes – 13 in Attendance.

Last BOD June 2017 Minutes were approved as previously published without changes.

- IV. VP/Director Updates
 - A. VP – Enrichment – Ashley
 1. Rebranding BASP that it is not childcare. Updates to website needed.
 2. Parent volunteer needed at all classes. Can get portion/all of tuition reimbursed.
 3. Junior Achievement approved by Principal. Biz Town?
 4. Dance Dude set for Jan 16-19th. Dance Party is Friday Jun 19th. \$2200 is his cost.
 5. Math Challenge – online free program for all grades. Melissa Stone to volunteer to chair program. Award to be given at end of year.

 - B. VP – Outreach – Kelly
 1. New Family Coffee Monday Sept.11. All attend who can. Wear PTSA shirts
 2. New Family Meetup/Connection Opportunities discussed.

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- C. VP – Community – Margo
 - 1. Paisley Madison to take over Marathon
 - 2. Grounds Beautification Day – Sept 13th. Needs a chair and volunteers.
 - 3. Back to School Picnic – trying to reschedule. Wednesday the 20th.
 - 4. Walk to School Day still needs a chair. (Margo to talk to Cara Tyler)
 - 5. Special Needs liaison - Ashley to coordinate mtg w/Melanie Miller, counselor
 - 6. Wellness – Halloween Swap Sept. 28-29th. City swap on 30th.
- D. Director of Membership – Jessica / Christine
 - 1. Currently have 496 members (484 plus 8 teachers). 561 total students – 88.4%
- E. Director of Fundraising – Megan
 - 1. Water bottles needed
- F. Director of Communications
 - 1. Event chairs please review and update your event on website
 - 2. Newsletter tips will change to Tech Tips, Wellness Tips, etc.
- G. Director of Arts/Language – Miyoko
 - 1. Art Docents will be chosen by teachers. F/up if classes can't find volunteers.
 - 2. Reflections to be brought up/communicated at GM meeting.

- V. Upcoming Events
 - A. PTSA Council Mtg (Steph, Melissa & Mo) Thurs Sept 7, LWSD Resource Center 9:30am
 - B. New Parent Coffee- Monday Sept 11, after drop off in front of school. **Wear PTSA shirts!**
 - C. Grounds Beautification Day -Wed, Sept 13, 9:00am-1:45pm
 - D. Committee Chair Training - Thursday Sept 14th, 9:15am
 - E. GM Meeting - next Thursday Sept 14th, 7:30pm (immediately following Open House)
 - F. Room Parent Training - Wed, Sept 20, 9:15am
 - G. Back To School Picnic - Thursday Sept 20, 5pm-7pm
 - H. WatchDOGS Training & Pizza Night w/ Dad- Sept 28, 6pm
 - I. Fun Run - Fri, Sept 29
 - J. Halloween Costume Collection - Sept 28-29, Swap on 30th.
 - K. Eagle Marathon Kick-off - Mon, Oct 2
 - L. Walk to School Day - Wed, Oct 4
 - M. Next Board meeting - Wednesday Oct 4th

ACTION ITEMS / NEW TO DO

- Elysia:** Send email regarding Committee Chair Training
- Stephanie:** Review Standing Rules re: Budget
- Maureen:** Hang example of TR in paper room and post in Staff Room
- Maureen:** reach out to Monica about changing date of school picnic
- April:** Hang new pictures in school hallway and update labels.
- April:** Update mailbox labels in supply room.

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Ashley: Discuss w/April & Tricia re: rebranding/wording on website for after school enrichment

All: Send Jen Personal Bios for website no later than October meeting

ONGOING:

All: Send Jen email with your VP/Director updates on Mondays prior to BOD meetings.

All: Send Tricia emails with newsletter updates by Friday 8am

All: Fill out Building Use Forms and hand in to Cheri in office for events. Use for any room/table/rentals.

April/Maureen: New GM/Connections Meeting Banner...waiting for completion

All: Update OneDrive with Committee final docs

Meeting adjourned at 11:30am, Minutes by Jennifer Greenberg, Secretary.