

Parent Club Board Meeting Minutes

Meeting Date: August 16, 2018

Meeting Attendance	8/16/18	9/13/18									
Tyler Gould	x										
Christine Baker	x										
Claire Turner	x										
Denise Planey	x										
Claudia Hernandez	x										
Tatiana Reeves											
Cathy O'Connor	x										
*Other											
*Other											
Lesley Lindell	x										

Topics of Discussion:

1. Approval of Minutes

- The Board approved the minutes from the previous Board meeting on 6/18/18
 - Claire made the motion to approve the minutes
 - Christine seconds the motion
 - All others present were in favor

2. New members/Open Positions

- Adrienne Gallardo has stepped back we need someone to be our SAC liaison
 - Could we possibly move the SAC Liaison an actual position on the board
 - Claire makes the motion for the current president position be a 2 year commitment starting with a year as VP and a year as President
 - The SAC Liaison position will be open
 - They will attend both the monthly SAC meeting and the monthly Parent Club Board Meeting
 - Denise seconds the motion
 - All in favor agree
 - Claire makes a second motion to eliminate the SAC Liaison position, remove it from the bylaws and each member of the Parent Club Board will attend 1-2 SAC meetings throughout the year
- Grizeth has stepped down from the parent club. Her position as SCRIP Director is now open again. Mary Rojas had agreed to be the SCRIP Director in training and Tyler will be in contact with her

- Key Open Positions: Communications Director, Jog-a-thon Director, Fundraising Coordinator/Director, and SCRIP Director
 - Denise motions to change the Vice President position to move it to a Communications Director role and the President position is a one year commitment and is selected from existing or past board members
 - Christine seconds the motion, all in favor
- SCRIP Director would take on the responsibilities of one of the following:
- Key Positions: Selling Team Coordinator, Business Customer Rep, Outreach Director, Sales and Data Entry

3. Budget update

- Claire does not have year-end closed. She is working with Becky to close the school year to start 2018-2019 to start clean. Claire will be working with Becky to close. SCRIP update: We finished the year with raw SCRIP sells at \$19,743 which is a \$2,000+, we are \$300 away from our 2014-2015 match. \$28,459 for the year our next goal is to beat the two years from taking credit cards.

4. Beginning of the year events

- **Ice Cream Social:** August 30, 2018 5:00-6:30pm
 - **Claire** will email **Denise** last years parent club information pamphlet, **Denise** will edit to include all board members and list of open positions, list of events from **Tatiana** and **Claudia**
 - **Tyler** will contact Tatiana about Ice Cream Social flyer
 - **Denise** will create a very simple contact card and she will hand this information to Tyler to contact new parents
 - **Claudia** will have flyer ready for Bingo Night to pass out
- **Back to School Night:** September 11th 6:00-8:00pm
 - **Announce** Bingo Night and pass out at Back to School Night
- **Info nights:** Tuesday, August 28th 6:30 New Parent Orientation 8th Grade Room Tyler and Denise will attend
- **Bingo Night:** Friday, September 21st 5:30-6:00 Dinner, 6:00-7:30/8:00 Bingo Games

5. Parent club branding

- Yellow t-shirts, with blue logo, with Viking Helmet and Parent Club on the bottom. **Tyler and Claire will look into this.**

6. Open Topics

- Current Sign-Up.com program Claire has been paying for this personally which allows us to have up to 5 people to coordinate yearly cost \$249.99. Sign-up Genius is another option for volunteer sign up
- We had several people go way over budget for each event. Money and/or receipts will need to be turned into Claire. Claire will give you a check for you budgeted amount.

- A letter needs to be sent out to the parents to let them know what parent club has contributed to the school and the different items we have purchased and hosted.

7. Confirm next meeting

- September 13th 6:30 Primrose and Tumbleweed
 - We will discuss Staff Christmas Party
 - Email Tyler is there are items you would like to add to the monthly agenda