

Board Meeting

Thursday, July 13th

Call to Order: 9:43am

9:30am-12:30pm

Members: Kristy, Jessica, Jesse, Amber and Caitlyn and Mariel

AGENDA:

Action items: (15mins)

- Call for Vote: Remove Deanna Galloway & Mandy Preciado from bank account. Add Kristy Ortego – voted 6-yes 0-no

Notes:

- Training: (30mins)
 - Google Workspace
- Gmail, Calendar, Shared Drives/My Drive, Add to Desktop, Add to Phone
 - Website/MailChimp show & tell
 - Financial Forms & Process - going over changes in check request form, cash/check deposit
 - Requesting cash box - needs to be asked to Kristy a week in advance - bank needs extra time to get coins
 - Squarespace - managing between Jessica and Mariel

Kroger reward program

- Calendar Review (30mins)
 - Review all dates set with school
 - Decide:
- General Meetings 3 Meetings - 9/5 - Volunteer Meeting 4/9 - Annual Meeting Nominating committee - 3/6 PM Meeting
- Volunteer Kick-Off - 2 sessions 1 AM and 1PM - Room Moms/Watchdog Dads/Volunteers Room Moms Mandatory
- International Night - Dec 1st
- Back to School Lunch - Jan 3rd
- Boy/Girl Events - all in one needs to be rented space if doing both genders or could word celebrate our girl nighthawks/celebrate our boy nighthawks
- Bingo - May 3rd
- Spring Fundraiser - Option 1- buy items with flyer - Option 2 - Fun run saturday morning Amber to talk to Ryan

- Budget Review & Discussion (30mins) - need to have budget approved before 7/31
- Open House Action Plan (1 hr)
 - Spirit Wear/Table Cloth (and signage) - Tablecloth approval - \$290 make separate cash-credit lines
 - Yearbooks - person if we have people available
 - Memberships - cash/credit line (cash w/google form)
 - Payment options & Process (and signage)
 - Volunteer Recruitment Plan - In classrooms only
- Fliers and materials for teachers - room parent volunteer/buckets PTO fliers
- Pre-Planning: 8/2 - 30 minutes sell discounted spiritwear
- Events Update:
 - Movie Night - met with Rebecca Hisplop - need more lighting and a bigger screen - Pie in the face - still updating budget.
 - International Night - committee is set. Teacher curriculum getting involved with Pass and Lopez.
- Student Birthday Bags - still need to think through this.

Next Meeting: August 11 - 9am

Meeting closing: 7/13/23 at 12:45p