

Tillicum PTA Board Meeting Minutes
August 8, 2018
6:30 pm

Attendees: Jenny Long, Melissa Saunders, Maina Tran, Jennifer Topel
Meeting start time: 6:45 p.m.

Bank Account

Jennifer T. shared important information about an old bank account at Bank of America that is still active but not being used. Melissa made a motion to close out the "Business Interest Checking Account" with a balance of about \$4,500. The funds were auto deposited from an old fundraising event. The funds will be transferred to the main active account. Maina seconded the motion. All approved.

The main checking account requires three co-signers at all times. As part of the transition to new Board members, Melissa made a motion to have Jennifer Topel, Jenny Long, and Maina Tran as the three signers. Jennifer T. seconded the motion. All approved.

Finance/Treasurer's Report

Jennifer has been busy cleaning up our budget and financial records. She presented the end of year Annual Report for 2017 and a most recent financial report. It was noted that the 2017 Pass the Hat fundraising effort brought in a good amount of revenue. She also has put together a committee to do our required Financial Review. Jennifer T., Anne Hill, and Maina T. will meet to conduct the review before September.

Budget

Jennifer proposed to keep the Walk-a-Fun budget amount the same. She proposed a \$2,000 budget for match-a-fund. The Mariners event will be held again this year. Leave Book Fair amount as is. She also recommended a number of changes to wording (of line items), allocations, etc. which were voted on and approved. Combine "leadership training" with "convention." Combine "staff appreciation" with "meals" and "staff week."

ASB Funding

We discussed ASB fundraising in terms of confusion for families about the different groups to which they are donating money and how this money is used. The magazine/cookie drive last year was a lot of work and did not bring in too much money. The ASB fundraising effort was not as successful last year given it immediately followed Pass the Hat.

Update from Jenny since Board meeting: I have reached out to Kristen Bieler to see if ASB would be willing to ask for ASB fees at the beginning of the school year instead of a separate fundraiser. It is especially confusing because the main purpose of ASB fundraising in the past was to pay for 6th grade camp which they can no longer do. They voted last year NOT to do the cookie dough/magazine fundraiser for 2018-19. Instead, they will charge a \$10 ASB fee (can opt out) at the beginning of the year. With payment, first dance is free. They are also selling spirit wear shirts for \$15/each. We'll figure out 6th grade camp funding later.

Taking Care of Business Day

Will be held on Friday August 24. The school will need volunteers to help with directing students, gym shirts, and pictures. Jenny will reach out to the school manager to see how many volunteers are needed and for what tasks. PTA will need to have a table and have membership flyers/brochures and information available. Will need help manning the table.

Update since the Board meeting: Jenny has reached out to Suzanne, the new office manager, to coordinate and set up Signup Genius to recruit volunteers for TCOB.

Forms (Membership, Pass the Hat, Volunteers)

Last year's membership form was combined with Pass the Hat ask. It was decided to separate the two and make two forms. One form will be Pass the Hat. Another form will be for PTA Membership and a third one will be for Volunteers ask. We can focus on member benefits and why important to join PTA. Make the volunteers form simple. Don't include all events and ask person to choose which ones they are interested in. Make it simple. One section/question asks if they are interested in chairing an event (list events) and another asks for general volunteering something like "Yes, I would like to volunteer [if available at that time of the event]." With a note saying they will be contacted (emailed) when we need volunteers. Melissa stated that we have a tri-fold that can be used but is boxed up and will need to look for it at the new school. She will help with creating the Membership only form. Maina will help with Pass the Hat and Volunteers form. Melissa has offered to be Membership Chair.

Volunteering

Jenny set up a main account at Sign Up Genius for all board members to use. This makes it easier to manage and track the volunteer asks, to have all requests in one account. She also set up a gmail to use for the account and volunteer purposes: tillicumvolunteers@gmail.com.

Pass the Hat

There was discussion as to when to kick-off Pass the Hat. Will propose to James P. that the kick-off will take place at the Open House/Ice Cream Social (date TBD) and end on TMS Curriculum night.

Update from Jenny since board meeting: Discussed with James doing Pass the Hat similar to last year. James agrees on structure and timing. We can kick off the campaign at the Open House/Social on 9/18 and end on Friday, 9/28,--the day after TMS Curriculum Night on Thursday, 9/27. We are looking for someone to chair. If you know of someone who would be good, please let us know! (Bonus, we find a Fundraising VP to join the Board!)

Events

- *Curriculum night* will September 27, 6:30 – 8:30 pm.
- *First general PTA Board meeting:* There was discussion on finding a good date to have the meeting. Should it be combined with another event such as curriculum night? Hold it 30 minutes before which will make it at 6:00 pm. May be too long of an evening for parents? Or have it separately on another night. September is already a busy month. No decision was made. Will revisit. Jenny will propose to James to see what he thinks. Agenda will include approving budget and review standing rules.
- *First TMS Board meeting:* September 6th. Regular meetings will be proposed for first Thursday evening of each month. Time TBD.

- *Back to School Fair* at Bellevue High on 9/15 from 10-4 p.m. This is an outreach event for families to let them know of special services available through BSD. Co-sponsored by BSD, Bellevue PTSA Council and BSF.
- *"Lid Lunch"* to be held before school starts.
 - Update from Jenny since board meeting: PTA traditionally provides lunch for staff prior to the first day of school. PTA is invited to address teachers at this time. The two possible dates are August 28 or 29. We need to let them know which date is best. This is a line-item in the budget.

Back to School Ice Cream Social and Open House

Jenny reported that James would like to combine the two events. Date TBD. We suggested Thursday, September 13th. Will keep the ice cream separate. Maybe have appetizers and drinks for OH guests in separate area. Ice cream event is more for the students. James would like student and PTA do the tours. Maybe also have orchestral music in the commons. If providing some type of food and drinks, should make it nice since there will be BSD presence and media coverage.

Last year, Cold Stone Creamery was asked to provide the ice cream. They were late and disorganized. Do not want to use them this year. Students ended up helping scoop ice cream anyway. This year, either find another company or just purchase ice cream ourselves and have students help. Maybe we can find an ice cream vendor or truck?

Update since board meeting: PTA has been asked to co-host with TMS/BSD the Community Open House of the new building. We proposed combining this with the ice cream social. James feels it is important to not have within first two weeks to give students time to get to know the building so that they can be part of hosting parents/community members. A Thursday night will not work because feeder schools will begin curriculum nights starting with 9/13. Anne Hill who put on the social last year is willing to chair this event (YAY!) Tentative details as follows:

- Tuesday, September 18, Timing TBD
- Student Led Tours of Classrooms & Building
- Reception (food) in Atrium for community
- Possible performance in atrium by orchestra or jazz band
- Ice Cream outside for students/children

Teacher Grant Fund Use

Last year the Board decided to allocate extra funds raised through Pass the Hat for Teacher Grants into a fund to provide all Full Time Employees (FTE's) a one-time grant of \$100 for new classroom set up (line item \$6,000.) When we told James and other staff of these funds, they came back asking for help with a few other items to benefit all staff instead of just FTEs, including new staff shirts. According to James, these shirts are an important part of his goal for the year in promoting a strong sense of staff pride in TMS as well as building staff community. They will be worn by staff in welcoming back students and other year-round events. He also feels they are important to promoting the new (old) school colors. Shirts will cost approximately \$1640. Melissa made a motion to use up to \$2,000 to purchase t-shirts for the teachers. Jennifer T. seconded it. All approved.

We voted at the meeting to change the name of this line item to “New Building Support Fund” to encompass some of these extra one-time funding needs associated specifically with the new building. Staff shirts therefore fall under this category as will extra expenses associated with the open house and the outdoor space. James has indicated there may be a few other small requests.

Whatever funds are left over will be opened up as a first-come, first serve grant pool for FTE classroom set up, likely to be \$3000-\$3500. It is unlikely that every FTE would have used their entire \$100 grant allocation. This seems a more efficient and effective way of helping those teachers/departments that most need it. We can set a limit for individual and department requests (i.e., \$75 for individuals, \$300/department?)

We have received a request to cover a three-way split for a speaker to do an all-school assembly and student leader training on August 31. PTA, ASB and TMS will each pay \$800. The after-school leadership training is being offered to WEB leaders as well as ASB and NJHS. We have a line item in the budget for \$2000 for WEB Training which was completely unused last school year. This training would therefore fall under that line item.

Mission and Goal of PTA for this year

Jenny wants to focus on community building as a goal for this year. Hold events that support the goal such as Parents Education sessions (i.e., vaping). Maybe piggyback these sessions with general PTA meetings.

School Website

Discussion on whether to keep using Our School Pages or have it hosted elsewhere. Maina will get hosting information from Irene and review the website to see if she can change hosting and maybe redesign site. Melissa stated that Our School Pages is tied to PTA Avenue membership which makes it easy to connect but is not necessary. But the subscription expires at the end of August so if we are to change, it has to be done by then. Maina will review and give an answer next week. We would also like to set up email accounts with the domain name. URL is with GoDaddy. Maina said she can help with setting up the email accounts. Will cost \$30 for 5 email addresses.

Update since board meeting: Maina said to wait until next year to change. There is not enough time before August 31 to switch hosting and get a new website up.

School Communications

We would like to continue the weekly PTA newsletter. Getting one out prior to the start of school will be critical given all that is going on. Will check with Sara on her plans. Other ways to get message out is Friday Focus and have office manager announce over speaker system. Maina can help with creating outreach plan and creating graphics.

Meeting Adjourned: 9:00 p.m.