PTC Meeting

2014-03-11

**Meeting commenced:** 2:20pm

**Board Attendees:**

* President: Amber Farman
* Vice President: Santos Ramos
* Treasurer: Gayle Streng
* Secretary: Sume Baik
* Parliamentarian: Forrest Farman

# Business:

1. Introductions and proposals for future communications and meetings:
	1. Agenda will be sent out prior to each meeting.
	2. PTC meetings to be held in evenings to accommodate working parent schedules.
	3. Room Moms to send out PTC meeting reminders and updates.
	4. Committee heads to present status of upcoming events at PTC meetings as well as event results, including post-event budget update.
2. Budget
	1. Budget for school year 2014-15 to be Board approved by 6/30/2014.
	2. Science and Math Docent budget does not include prep time, only in-class time is funded. Consider increasing Science and Math Docent budget to include prep time.
		1. **A/I: Amber** to find out how much prep time is required.
	3. $300 expense submitted for New Family BBQ venue to be held in August.
3. Event schedules for 2014-215 to be finalized with Erica Sloane.
4. Process Proposals
	1. Document guidelines for Committee Head responsibilities and expectations (budget, track payments, expenses, review of what went well, improvements needed, etc.)
	2. Proposal to digitize event information for Committee Heads. This will replace the hardcopy binders for each school event (Carnival, Winter Festival, etc.)
	3. Proposal to use Constant Contact for the PTC monthly newsletter, committee packets and other communications. Constant Contact is used by the Auction committee.
	4. Proposal for an online Family Directory versus the printed directory. This will save Tammy time and allow parents to update contact information during the school year.
		1. **AI: Amber** to see if Constant Contact supports this feature.
		2. **AI: Sume** to contact Amber Fawson to see if there were any other tools considered.
	5. Proposal to conform to a standard volunteer sign up tool to be used for the school. Currently, a variety of tools (Sign-Up Genius, Shutterfly, Volunteer Spot) are used by each class and event committee. Volunteer Spot was recommended.

**Meeting adjourned:** 3:15

**APPENDIX: Updated Calendar and Event Chairs:**

Jog-A-thon Chair needed