

THREE RIVERS MONTESSORI CHARTER SCHOOL

Development/Parent Fundraising Committee

Monday, October 10th 2022 4:30pm

17267 Yale Street Northwest, Elk River, Minnesota 55330

<https://us06web.zoom.us/j/86715497392?pwd=L1BxL3pWV9qZjlac3M3a1Q3Q05QUT09>

Meeting ID: 867 1549 7392

Passcode: anrv8Z

I. ROLL CALL

- a. Board Members Present: Tim and Angie
- b. Parent Committee Members Present: Jen, Emily, Melanie, Michelle
- c. Other: Antonio, Abbie Eilrich, Jenny Hepokoski
- d. Absent: none

II. REVIEW OF TRM MISSION & VISION STATEMENTS

Mission: Empowering students to reach their full potential through authentic Montessori learning.

Vision: Academic Excellence * Community Engagement * Environmental Stewardship

III. MEETING AGENDA

- a. Review Projects and Fundraising Plan FY 22-23
- b. Review General Questions
- c. T-shirt order update
- d. Book Fair update
 - i. volunteers
- e. Pizza Ranch update
 - i. volunteers
- f. Other: to keep track of
 - i. Committee Mission/Vision Statement
 - ii. Event marketing/communication campaign
 - iii. Kindness Campaign
 - iv. Earth Day
 - v. Teacher Appreciation Week

IV. DISCUSSION ITEMS

- a. Review Projects and Fundraising Plan FY 22-23
 - i. Tim has put together a broader proposal to last far into the future. Also offers more flexibility. Group consensus to adopt the plan. Next meeting we'll look at figures to see what is realistic.
 - ii. With this plan we'll be able to budget for seed money and also can use a portion of fundraising for this year to offset the costs of background checks in the future.
- b. Review General Questions – Tim's fundraising plan addresses the bulk of these questions. We did not review the document.
- c. T-shirt order update
 - i. 68 sold!
 - ii. We have some older youth shirts we could sell at discount/families in hardship or give away as a prize.
 - iii. ACTION ITEM: Jen will check that we can set out shirts for pick-up at Pizza Ranch, can bring folding table to set out
- d. Book Fair update

- i. All volunteer shifts are filled!
 - ii. ACTION ITEM: TRM to provide a laptop to process sales
 - iii. ACTION ITEM: Emily and Angie to set-up 10/13 afternoon
 - iv. ACTION ITEM: Emily to provide training to volunteers
- e. Pizza Ranch update
 - i. Pizza Ranch provides a donation bucket near the cashier in the entry. These donations are in addition to the sales/tips that are generated (including drive up/delivery orders).
 - ii. ACTION ITEM: Need to start marketing event ASAP (Angie/Jonna)
 - iii. ACTION ITEM: Need to secure 6-10 volunteers, no kids 16+, have to be available the entire event – no partial shifts. Arrive at 4pm, training at 4:15pm. Event ends at 8pm.
 - iv. ACTION ITEM: Antonio, please ask TRM staff if they would be willing to stand at the Pizza Ranch donation table with a willing student to answer questions about our school! Staff can rotate in/out as needed, but we'd like this staffed for the whole evening to help promote the school!
 - v. ACTION ITEM: Prepare a trifold board to have at the donation table to show what TRM is about and 30-40 table tents (Michele offered to own this project)
 - vi. ACTION ITEM: Everyone wear TRM shirts/colors!
- f. Other: to keep track of
 - i. Committee Mission/Vision Statement
 - ii. Event marketing/communication campaign ideas
 - 1. Add to classroom websites/seesaw/TRM website/Google Calendar
 - 2. Add to Friday newsletter
 - 3. Monthly newsletter has a page for PC (3rd Friday of every month)
 - 4. FB event through TRM page
 - 5. Use of 'Camva' account. If you have a TRM email you can use it. Was used for the tshirt order form.
 - 6. ACTION ITEM: Jonna please provide access for Canva to Angie
 - iii. Kindness Campaign
 - 1. Raise Craze 90% guaranteed, all online, not a heavy lift to raise funds.
 - 2. Paying it forward vs. paying for behavior you expect your kid do being doing anyway.
 - 3. Make it competitive between classrooms, i.e. highest earning class gets PJ day
 - iv. Earth Day
 - 1. Consensus we want to do something - TBD
 - v. Teacher Appreciation Week
 - 1. Talked about parents bringing in various treats that week

V. OTHER:

- a. Jenny Hepokoski is interested in joining the PC committee! Welcome!
- b. Michele posed the question about collecting regular donations, monthly/yearly etc.
 - i. TRM currently uses GiveMN.org can select weekly, monthly, yearly, one-time.
 - ii. PC committee to help support advertising this option.
- c. We discussed coordinating a pizza party during conferences next week.
- d. ACTION ITEM: Angie to ask on FB for parents to venmo to donate towards teacher pizza party during conferences

- e. ACTION ITEM: Jenny Hepokoski to facilitate food ordering/drop off for conferences
- f. We discussed ideas on roles moving forward (treasurer, secretary, event leads etc.)
 - i. Jen Stowe will remain president and treasurer
 - ii. Angie Johnson will remain development chair, secretary and marketing lead (Jonna to support marketing)
 - iii. Michele offered to co-chair the Color Run, thank you!
 - 1. Also willing to help with leading mission/goals/researching/budgeting
 - iv. Emily will remain book fair lead and possibly future volunteer coordinator
 - v. ACTION ITEM: We need a PC committee member to be the lead for the Pizza Ranch Night November 7th! Will someone volunteer, or will I have to nominate someone 😊?

VI. REVIEW OF NEXT MEETING DATE

- a. Monday, November 14th 4:30pm. TRM is closed that day.
 - i. ACTION ITEM: Angie to contact Elk River Library to inquire about space to meet in person on 11/14 otherwise we'll just do ZOOM.
 - ii. ACTION ITEM: We may want to consider adding another meeting prior to Pizza Ranch night since our regularly scheduled meeting falls after the event. Let me know if there is interest in that.

VII. MEETING ADJOURNED at 6:30pm