



**Meeting Date:** Wednesday, Oct 29 at 5 pm

## Attendance

- **Present**
  - Jackie Shiels, Co-Communications Chair
  - Jessica Eastman Stewart, Secretary
  - Angelica Galleto, President
  - Anitra Simpson, Co-DEI Chair
  - Dari Tran, Co-Fundraising
  - Pamela Owens, Co-Fundraising
  - Nuai Chen, Co-Treasurer
  - Veronica Legaspi, Co-Treasurer
  - Becca Frey, Art Chair
  - Serena Yu, Co-DEI Chair
  - Kayla Wolcott, Co-Communications Chair
- **Via Zoom**
  - Jennifer Beckstrand, Staff Appreciation
  - Stephanie Morris, Vice-President
  - Jennifer Sasak, Volunteer Coordinator
- **Absent**
  - Jesse Duran, Co-Events Chair
  - Stephanie Arwick, Co-Events Chair

## Meeting Minutes

- Call to order at 5:15 pm.
- Dari moved to approve the 10/17 meeting minutes. Anitra seconded. All in favor, aye.
- Reviewed [next steps](#) and asked board members to make updates to tasks that are completed or update due dates to reflect when they will get to them.
- Pamela made a motion to excuse Jackie Shiels who has missed 3 consecutive meetings (per bylaws requirement) and Kayla seconded. Board discussed. 12 board members voted in favor. Motion passes.
- Stephanie made a motion to excuse Jesse Duran, who has missed 3 consecutive meetings (per bylaws requirement) and Jenn Sasak seconded. Board discussed. 3 in favor, 7 opposed, 2 abstain. Motion fails ( $\frac{2}{3}$  required).
- **Treasurer Updates**
  - Forms got put in teachers' boxes today.
  - Kayla can also email out to the teachers with the stipend forms attached.

- Motion to move \$3k from Events budget to Grade Level Donations - Anitra motions, Jackie seconds. All in favor. Motion passes.
- Detailed budgets need to get into the [spreadsheet](#) - Steph to do Hoedown, Anitra to do DEI, Jenn B to do Staff Appreciation, and others to fill in the Events budget collectively.
- Current bank, balance - \$66,134.01, and reserve account is at \$9,842.95.
- Income tax extension has been filed.
- Still working on reconciling the QuickBooks - July 2024 - June 2025.
- Need to get the PPC Amazon account login from Angelica to treasurers for easy reconciling.
- Purchase form - will be shared on Slack - needed when using debit cards.
- All board members should share receipts in the Treasurer Slack channel whenever we have them.
- Becca will share art receipts so far this school year in Treasurer Slack channel.
- Legal limits require 5 - 15% for staff appreciation - right now our budget is \$10,100 and needs to go down to \$6,825 or less. Motion to reduce budget to allowable amount made by Dari. Anitra seconded. All in favor. Motion passes.
- **Spirit Wear**
  - Not a lot of motion, by Sept - \$72 takehome for PPC from sales so far.
  - Holiday gifts - Steph will ask about a sale.
  - We could sell the Croc charms in person like at Winter Ball.
- **Hoedown**
  - Came in right at budget, but we don't yet know about the custodial final costs to confirm. Will update in Slack once we know.
  - Next time, better communicate about what is in the carnival with families ahead of time.
  - HS volunteers were great. Do this more!
  - Photos to promote next year - let's save these.
  - Overall this event was great and we got tons of positive feedback.
- **Postcard Mailer**
  - No sponsorships from this year's effort, probably won't attempt again.
  - List of companies he sent it to - Steph will ask him again for this. We could use this to do our own targeted outreach and/or mailing next year.
- **Fun Run**
  - Announce in-house prizes (principal for a day, lunch with a fireman, lunch with an officer) in the next few days.
  - Graphics for email + social media.
  - Daily Fun Run Comms through 11/7:
    - **Pamela** provides the content.
    - **Jackie:** Instagram
    - **Elizabeth:** Facebook
    - **Google Group:** Pamela
    - **Marquee:** Melissa
    - **Announce a Teacher Prize:** \$100 highest teacher in each grade for 7 grade levels, plus special needs, for a total of \$800, flyer for teacher boxes.
    - **Announcements each morning to kids:** Apex does these
    - **Daily Fundraising Tip for Parents:** Jess will write
- **Adjourned at 7:02 pm.**