

## **Crocker/Riverside (C/R) PTO Executive Board Meeting**

January 7, 2020

Conference line: 605-313-4821, code 416493

2970 Riverside Blvd, C/R Library

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|-----------|--|------------|
| 6:00 p.m. | <b>i. Welcome and Introductions</b>  | Bryan      |
|           | <b>ii. Anything to add</b>   | Bryan      |
| 6:05 p.m. | <b>iii. Approve December Meeting Notes</b>   | Bryan      |
| 6:10 p.m. | <b>iv. Principal Update</b>  | Mr. McCord |
| 6:20 p.m. | <b>v. Other Updates/Comments</b>   |            |
|           | a. Teachers  | Teachers   |
|           | b. 4thR  | Amy        |
|           | c. Guest comments  | Guests     |
| 6:30 p.m. | <b>vi. Officer Reports (please keep this brief; refer to action items on the following page)</b>       |            |
|           | a. President's Report  | Bryan      |
|           | b. Vice President's Report   | Neva       |
|           | c. Treasurer's Report  | Jeff       |
|           | d. Secretary's Report  | Kristi     |
| 6:45 p.m. | <b>vii. Board Member Reports (please keep this brief; refer to action items on the following page)</b> |            |
|           | a. Fundraising Oversight   | Kelly      |
|           | b. Room Parents  | Brittany   |
|           | c. Controller  | Brandon    |
|           | d. Parliamentarian   | Stacy      |
|           | e. Enrichment  | Evie       |
|           | f. Communications  | Vacant     |
|           | g. Volunteer Oversight   | Vacant     |
|           | h. Auditor/Transparency  | Vacant     |
| 7:00p.m.  | <b>viii. Discussion Items</b>  |            |
|           | a. Proposal from Amber Hildebrand Freitas Licensed Architect   | Anna       |
| 7:15 p.m. | <b>ix. Upcoming events</b>   |            |
|           | a. Spring Social   | Anne/Bryan |
| 7:30 p.m. | <b>x. Adjourn – Next Meeting: Executive Meeting on February 4, 2020</b>                                | Bryan      |

## Action Items

- **Mr. McCord** will plan a first grade orientation next year (similar to Kindergarten orientation).
- **Kelly** will meet with Mr. McCord to see where the new art displays (from Chalk it Up grant money) can be placed.
- **Kristi** to add agenda item for an upcoming board off site meeting re: how best to coordinate with event chairs about budgeting and process. Will also want to make sure our policies is shared with folks who need it.
- **Anna** has some contacts and could likely get a good deal on a two-story portable. Amy will follow up with supervisor about 4thR space considerations.
- **Nick** will save BBQ check list to the google drive.
- **Nick** will follow up with vendors for short week and will communicate about space issues.
- **Mr. McCord** to send to send list of photo opt out kids to all teachers.
- **Kelly** to follow up with Mixed Bag about additional \$500 we should receive.
- **Bryan** to follow up about where to post fiscal information re: enrichment activities
- **Jeff** will confirm that the \$675 that is budgeted is for the Sutter's Fort site fee.
- **Kelly** will follow up with shop that is interested in a future shopping trip/donation.
- **Kelly** will follow up about permits we need for future events.
- **Officers** to connect about how best to improve the website.
- **Bryan** and **Stacy** to connect in late January about next general meeting.
- **Bryan** to review PTO policies before we share them more broadly.
- **Bryan** to introduce Jeff to Kevan to discuss auditing needs.
- **Anna** will follow up about cost per family event.