

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

September 1, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/166531272?pwd=bjYxTXRQVXpvZDdrTFITZ1RxUTRPdz09>

Meeting ID: 166 531 272 Password: 332023

One tap mobile +16699006833,,166531272#,,1#,332023# US (San Jose)

+12532158782,,166531272#,,1#,332023# US (Tacoma)

6:00 p.m.	I. Welcome and Introductions	Bryan
	II. Anything to add to the agenda	
6:05 p.m.	III. Approve August Meeting Notes	Bryan
6:10 p.m.	IV. Principal Update	Mr. McCord
6:20 p.m.	V. Other Updates/Comments	
	a. Teachers: update from Ms. Adams	Ms. Adams
	b. 4thR	Amy
	c. Member at large	Matt
	d. Guest Comments	Guests
6:30 p.m.	VI. Discussion Items and Upcoming Events	Bryan
	a. Consistency of instruction across grade levels	Bryan
	b. Supporting families in need	Bryan
	c. Family and teacher needs/supplies	Bryan
	d. CubHubs	Neva/Anna
7:00 p.m.	VII. Officer Reports (please keep this brief; refer to action items on the following page)	
	a. President's Report	Bryan
	b. Vice President's Report	Neva
	c. Treasurer's Report	Jeff
	d. Secretary's Report	Kristi
7:15 p.m.	VIII. Board Member Reports (please keep this brief; refer to action items on the following page)	
	a. Fundraising Oversight	Kelly
	b. Room Parents	Brittany
	c. Controller	Brandon

	d. Parliamentarian	Rowena
	e. Enrichment	Kim
	f. Communications	Victoria
	g. Volunteer Oversight	Cana
	h. Auditor/Transparency	Vacant
7:30 p.m.	IX. Adjourn – Next Meeting: Executive Meeting on October 6, 2020	Bryan

Action Items

Short term

- **Kelly** and **Anna** to coordinate sequencing of fundraising events: Kelly to start with annual fund and then Anna to lead capital campaign
- **Jeff** and **Anna** to talk about funds for capital campaign
- **Jeff** to connect with Debbie about yearbook revenue
- **Jeff** to increase teacher appreciation budget allocation
- **Jeff** to follow up about where Sutter's fort field trip
- **Kelly** will follow up with Shake Shack
- **Bryan** to reach out to Ellen to think about how to do a virtual jog a thon
- **Brittney** to reach out to grade level committees to see who is still interested
- **Brittney** and **Anna** to coordinate kindergarten welcoming committee

Long term

- **Mr. McCord** will plan a first grade orientation next year (similar to Kindergarten orientation)
- **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
- **Bryan** to follow up about where to post fiscal information re: enrichment activities
- **Bryan** to review PTO policies before we share them more broadly
- **Bryan** to follow up with Deana about adding the parent newsletter to Konstella
- **Bryan** to remind folks to use the Croker Riverside PTO Facebook page as the official FB page for the school
- **Bryan** will reach out to Jeff and Brandon re: auditor and where we need to go.
- **Kelly** to think about what kind of support she needs to expand fundraising position to also include sponsorship management. How can it be done easily and not be too burdensome on one person
- **Stacy, Victoria, Bryan** will further discuss sponsorship position
- **Jeff** to follow up with Anna to confirm who is responsible for replacing the filters for the hydration station
- **Jeff** will set up Venmo
- **Kelly** to look into other payment options