

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

October 5, 2020

<https://global.gotomeeting.com/join/578503573>

1 (872) 240-3212

Access Code: 578-503-573

6:00 p.m.	<b>I. Welcome and Introductions</b>	Bryan
	<b>II. Anything to add to the agenda</b>	
6:05 p.m.	<b>III. Approve September 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. 4thR	Amy
	b. Member at large	Matt and Anna
	c. Guest Comments	Guests
6:30 p.m.	<b>VI. Discussion Items and Upcoming Events</b>	Bryan
	a. CubHubs	Neva/Anna
7:00 p.m.	<b>VII. 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
7:15 p.m.	<b>VIII. 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	Vacant
	d. Parliamentarian	Rowena
	e. Enrichment	Kim
	f. Communications	Victoria
	g. Volunteer Oversight	Cana
	h. Auditor	Vacant
7:30 p.m.	<b>IX. Adjourn – Next Meeting: Executive Meeting on November 3, 2020</b>	Bryan

## Action Items

### Short term

- **Jeff** and **Anna** to talk about funds for capital campaign
- **Jeff** to connect with Debbie about yearbook revenue
- **Jeff** to follow up about Sutter's fort field trip
- **Jeff** to reach out to Mr. McCord about the process for getting another hydration station.
- **Anna** to follow up about teacher PD/scholarship fund budget allocation.
- **Victoria** to create a sign up to generate names of folks interested in contributing in different ways (IT, Zoom, etc.)
- **Bryan** will connect with Mr. McCord to talk about supporting families in need and follow up re: next steps.
- **Bryan** to follow up about Auditor/Transparency Coordinator.
- **Brittany** will update list for room parents, including identifying a person to help facilitate zoom meeting/opportunities for parents to meet.
- **Victoria** will reach out to Seiko (sp?) about how to access PTO Gmail account.
- **Bryan** will send a Google form for 2020-2021 budget approval.
- **Kelly** to send Victoria list of dates to put on the school calendar.

### 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