

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

December 3, 2019

2970 Riverside Blvd, C/R Library

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|-----------|---|------------|
| 6:00 p.m. | <b>i. Welcome and Introductions</b>   | Bryan      |
| 6:05 p.m. | <b>ii. Approve November Meeting Notes</b>   | Bryan      |
| 6:10 p.m. | <b>iii. Principal Update:</b> playground safety   | Mr. McCord |
| 6:20 p.m. | <b>iv. Other Updates/Comments</b>   |            |
|           | a. Teachers   | Teachers   |
|           | b. 4thR   | Amy        |
|           | c. Guest comments   | Bryan      |
| 6:30 p.m. | <b>v. Officer Reports (please keep this brief; refer to action items on the following page)</b>       |            |
|           | a. President's Report   | Bryan      |
|           | a. Vice President's Report  | Neva       |
|           | b. Treasurer's Report   | Jeff       |
|           | c. Secretary's Report   | Kristi     |
| 6:45 p.m. | <b>vi. Board Member Reports (please keep this brief; refer to action items on the following page)</b> |            |
|           | a. Fundraising Oversight  | Kelly      |
|           | a. Communications   | Vacant     |
|           | b. Volunteer Oversight  | Vacant     |
|           | c. Room Parents   | Brittany   |
|           | d. Controller   | Brandon    |
|           | e. Parliamentarian  | Stacy      |
|           | f. Auditor/Transparency   | Vacant     |
|           | g. Enrichment   | Evie       |
| 7:00p.m.  | <b>vii. Discussion Items</b>  |            |
|           | a. Website: what changes/updates need to be made?   | Bryan      |
|           | b. Landscape/brick project  | Anna       |
|           | c. Insurance  | Anna       |
| 7:15 p.m. | <b>viii. Upcoming events</b>  |            |
|           | a. Spring Auction   | Anne/Bryan |
| 7:30 p.m. | <b>ix. Adjourn – Next Meeting:</b> Executive Meeting on 1/7   | Bryan      |

## Action Items

- **Mr. McCord** will plan a first grade orientation next year (similar to Kindergarten orientation).
- **Bryan** will give board members access to Google drive.
- **Kelly** will meet with Mr. McCord to see where the new art displays (from Chalk it Up grant money) can be placed.
- **Neva** will connect with Brittany about updating Konstella with photo opt out information. **Nick** will send Neva marked up photo opt out form. **Neva** will update form for next year. **Brittany** will create master list of people who opted out of shared photos this school year. Will share with teachers, PTO, etc. and synch it with information Neva has.
- **Jeff** will check PayPal about money from families from fall carnival.
- **Jeff** will look back at information about deposit process and will follow up with Brittany.
- **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.
- **Kelly** will move forward with Sees Candy for Valentines Day.
- **Nick** will follow up about the cost to contract with someone to help with communications and website updates.
- **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.
- **Jeff and Bryan** to coordinate to get DOJ form filed.
- **Kelly** will pull 50-50 permit. **Anne** to pay deposit for 2021 spring auction.
- **Anne** to work with team to explore Konstella or other options as an option for spring auction bidding.
- **Jeff** will look into LPSF to make sure we haven't already paid for the program for 2020.
- **Anne** will send out an announcement to recruit volunteers for spring auction.
- **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.
- **Nick** to lock in DJ for June end of year BBQ and next years fall BBQ.
- **Kelly** to follow up with Mc. Cord about paying the crossing guard.