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**PTAC Board Meeting Agenda**

**July 2023**

President

ITEMS TO BE DISCUSSED

* [Calendar of Events](https://docs.google.com/spreadsheets/d/1SjrIpbYB3_vTYLkuypILdERHNvgpZzEiQJQd3uKcd1Q/edit?usp=sharing) for 2023-24 School Year
  + August
    - 8/15 - Meet the teacher/drop supplies -
      * PTAC table, committee reps where possible - Watchdogs, talent show, carnival
      * PTAC help recruit older kids to escort families to classrooms
    - 1st 2 weeks of school - Back to school nights
      * Script for PTAC to speak to parents
      * Sign up sheets
      * Sign ups by committee
      * Molly - ask Nancy about table
    - Later August - Get to know you coffee
      * Possibly coordinate with Movement Friday
  + September
    - Cougar Campaign - start 9/11, after labor day
      * Assets - banners, thermometer, etc
      * Easy QR codes for donations
      * Talking points about funding paras
    - New family play date - at Niwot Park
      * PTAC linens, sign up sheets, snacks - gf, df, diet restrictive inclusive, drinks
    - Movie Night 9/8 or 15
      * Need screen reservation - Paul Stone
      * Difficulty in years past due to weather
      * Molly has back up screen, but no sound system
      * RIGHTS to MOVIE - HOW TO OBTAIN??
    - Dining for Dollars 9/20
      * $2-3K/year
      * Chipotle - always a big donation, set up dates to offset Mwebaza club event
    - WatchDogs
      * Volunteer night - pizza vs. donuts
      * Parent who volunteered last year there to give a short presentation about the program and their experience
      * For communication about event - brainstorm the language to be inclusive of any parent of caregiver
      * ORDER KIT - calendar, stickers & pencils - Maggie to place order
      * Nancy has stockpile of shirts
  + October
    - Niwot Trot - 10/1
      * Website - Sarah can help make adjustments to streamline the payment interface. People had issues last year adding multiple participants to cart. Also sponsor registration streamlining
      * Create QR code for easy day of event registration
      * Internet connection at the event?
      * Ensure all sponsors get logo on T-shirt or whatever visibility they are supposed to have
      * Molly - solicit Farrow
      * Billy Edwards - can he be involved, possible announcer?
      * Yoga Studio - to lead a group stretch prior to race, Monet working on that
      * Need event day volunteers
    - Sunset presentation
      * Needs good communication to 5th grade parents
  + Later Dates
    - Carnival
      * Book inside school through the district so back up plan in in place
      * Book bouncy houses early
    - Talent Show
      * Book HS auditorium through district

* Review [Committees and Chairs](https://docs.google.com/spreadsheets/d/1Dod8huApGKMb8Agbm7nWy8muLEAomojqPqpcKUkqA6w/edit?usp=sharing) (and gaps)
  + Need to recruit for Carnival and Year Book
    - Yearbook - maybe 2 people - photographer and designer
  + Dining for dollars - Molly has a lead on someone to help out
* Housekeeping: need to get email boxes set up for Molly, Monet & Carly
  + Sarah working on this, transfer of PWs

Vice President

ITEMS TO BE DISCUSSED

* Update on Niwot Trot

Treasurer

ITEMS TO BE DISCUSSED

* Open banking items?
  + Bank of the West - same signers for account as last year, so no need to to update signatory rights
* Finalize 2023/2024 budget

UPDATES

* Final 2022/2023 financials and cash reserves
* $59K Surplus, $10K Reserved
* This year budget $5500 for Carnival
* Maggie will circulate and post final budget

VP Fundraising

ITEMS TO BE DISCUSSED

UPDATES

* First D4$ event will be at Chipotle on 9/20
* Look for a Co-Chair for Carey Fine for Dining for Dollars
  + Molly has a potential person for this

Secretary

ITEMS TO BE DISCUSSED

* Teacher grants from surplus funds

UPDATES

* Per Maggie - teachers will get gift card at beginning of the year
* Mini grants - we have about $5K
* SquareSkate has it’s own line in the budget for this year, so will not come out of this.
* Colleen to update the mini grant application, get approval, set up emails to encourage teachers to apply

Communications

ITEMS TO BE DISCUSSED

* Accessing admin account - change verification email
* PTAC Info Flyer - what should we include?
  + What we fund, events we put on, need for volunteers, community
* Cleaning house in Facebook group - remove old/graduated families?
  + Working on a prompt to clean up group
  + We had a breech this summer where someone not in the school got in and post something non-school related
* Membership Toolkit - update teacher lists? Remove old/graduated families?
  + Encourage teachers to talk about this at Back to school night
  + Ask teachers to copy and paste a blurb about this in all communication
  + Blurb for Nancy’s emails
  + QR code to the site that PTAC could have at supply drop off, Back to school nights, etc, send code home in folders?
  + Would really help teachers out with handling requests for info
* Need a Yearbook Editor (possibly 2?) for next year.

UPDATES

* Will work with Maggie to purchase Canva subscription

Volunteer Coordinator

* Emily will lead this again

Meetings - ideally dates set early - may help encourage more parents to attend, as well as teachers.

Encourage teachers to attend PTAC meetings if they are applying for a grant

Goal - increase school community participation as much as possible!

**Next Meeting**

8/14 - Week school starts