

Optional Steering Committee Meeting Minutes and Agenda

April 22, 2020

Location: Zoom meeting due to pandemic

Time: 3pm, Start time 3:08pm

Attendees: Brandy Riegle, Kathy Kenney, Caroline Kirby, Kiley Glazier, Melissa Goins, Danae Bee, Lucinda Eliason-Jenson, Alison Campbell, Kalesha Dolan, Megan Byers

Minutes: The minutes of February 2020 Steering Committee meeting were accepted.

We discussed what makes up a quorum, which is listed below:

Quorum - A quorum is the minimum number of people defined to “conduct business” for the steering committee.

A quorum will be required for all Steering Committee meetings once we are a non-profit.

In our **CURRENT** bylaws, it addresses a quorum as follows:

The quorum will consist of five members to include one co-chair, an officer and three members

In our **NEW** bylaws, it addresses a quorum as follows:

A quorum will consist of five members to include a Chair or Vice Chair, an officer and 3 other Steering Committee members. Once a quorum is established, the Board may continue to conduct business despite the withdrawal of a Steering Committee Member.

Once we have filed as a non-profit, we will legally have to abide by our bylaws and the quorum will need to be met at all meetings.

4:08 pm - Kalesha Dolan proposed the motion to adopt the new bylaws.

Lucinda E.J. Seconded the motion.

4:10 pm - The Committee voted and it was a unanimous “Yes” vote.

4:10-4:20 - Spring Meeting was discussed. There will be 2 meetings, one for Bylaws to introduce them and one to run the regular Spring Meeting.

4:20pm- Open Positions and Elected Positions- Brandy asked teachers to inform the committee if there are any potential candidates to fill each position as an interim until the positions can be filled by a vote in the fall.

All positions will include a general job description. Need to find parents who WANT to be involved. The preference is that we have a different person for each position.

4:26 – Danae Bee announced that she will be stepping down from the Chair position after this year.

Brandy R. will be stepping in as interim Chair then potentially full time Chair.

We need to come up with a calendar of events (Bubble Run, Craft Day, etc.)

Kalesha will send Brandy the calendar of events from last year.

4:40 – Kaleigh manages website and facebook pages currently. Melissa G. offered to be trained to take that over as an interim Communications Secretary until another member is willing to take over. (Will need to figure out how to process payments online for fees associated with Optional activities). Teachers would like to have “admin” privileges to help with updating the page and vetting what is posted.

Optional Garden- will be postponed until 2021-2022 school year; however, we might have the option to plant a flower garden with bulbs in the spring 2021.

4:52- Kiley (Treasurer Report) - We won't be getting our deposit back from AK Jr. Theater

Budget- \$6200 combined in Optional Acct.

\$4974 rolling over to next year after teacher classroom budget allotment plus whatever fees are collected.

Brandy addressed the need for a Fundraising Coordinator to raise money for curriculum for the future. The details of the curriculum that will be adopted are unknown at this time.

Brandy expressed the importance of fund raising for that to allow for options for the future.

Kid's Kreation/ Northern Lights Coupon Books- \$3200 roughly.

Brandy proposed to table this topic due to time and proposed that one teacher be part of the ad hoc committee.

Alison agreed to be a part of it.

5:16 – Lottery – Brandy will be sending out welcome letters to new Optional parents.

Teacher requests –

Alison – shrink down supply lists to motivate people with paying fees/dues.

Brandy – Ravenwood Kindy Zoom roundup

Lucinda- Fire Lake is doing a Kindy Roundup next Wednesday. She is not sure how they are parents for that.

Brandy- Lottery notification method- ASD is calling to offer lottery slots. So we need to go through our website and notify administrators so they can direct parents to our website.

Spring Meeting is TBA (Brandy & Kathy will look at the timeline)

5:26 pm – Meeting was adjourned by host via Zoom

Agenda

1. Approve February Meeting Minutes (attached to email)

2. Bylaws

- a. Approve proposed bylaws sent by Kathy
- b. Send to General Membership for approval beginning of May
- c. Conduct Spring Meeting (mid-May) under the new bylaws

3. Spring Meeting (to be conducted under the new bylaws)

- a. Meeting Platform
 - i. Conference Call or Zoom *See reference at bottom
- b. Agenda
 - i. For General Membership to approve:
 1. Election for Voted Positions
 2. Present Approved Budget

4. Open Positions/ Voted Position

- a. Chair – Brandy Riegle, voted position
- b. Vice Chair – Open, voted position
- c. Treasurer – Kathy Kenney, voted position
- d. Recording Secretary – Melissa Goins, voted position
- e. Communications Secretary – Open, voted position
 - i. Social Media, emails to group, etc
- f. Fundraising Coordinator – Open

- i. Works on items to raise funds. In the past we've done Northern Lights Coupon book sales, Kids Creations, etc. We've talked about a Jog-a-thon with PTA this next Fall. Not a voted upon position
- g. Volunteer Coordinator – Open
 - i. Helps setup volunteer account on Signup and works with the lead coordinator for an event (Craft Day, Fall and Spring Meetings, etc). Not a voted upon position.
- h. PTA Liaison – Open
 - i. Attends PTA meetings and shares info about Optional and reports back to Steering Committee on PTA items. Not a voted upon position
- i. Garden Coordinator – Currently Erika Wright
 - i. Not a voted upon position

5. Budget

- a. Roll Over from 19/20 School year
 - i. Kiley to report on estimated EOY numbers
 - ii. Any update on the final cancelled play?
- b. Forward Funding from Fees for 20/21
 - i. Amount to stay the same?
 - 1. \$40/one child
 - 2. \$40 first \$20 second child
 - 3. Three or more children is \$80 cap
- c. 20/21 Budget
 - i. Ad Hoc Budget Committee
 - 1. Need at least one teacher to be on the committee

6. Lottery

- a. New Parent Welcome
 - i. Emailed Letter from Fire Lake Admin
 - 1. What else has been done in the past?
 - ii. Prompt new families to submit their contact info
 - 1. <http://eagleriveroptional.org/newfamily.html>

7. Teacher Reports / Request

8. Principal Report

References:

1. Reference Link: <https://www.wastatepta.org/taking-care-of-business-through-virtual-meetings/>
2. <https://www.wastatepta.org/washington-state-ptas-and-covid-19/>

Virtual Meetings

Both boards of directors' meetings and membership meetings can be held by video or audio conference calls. However, they cannot be held via a chat app or other online tools like email. The key consideration is that members must be able to both hear and respond to each other. Voting and all other normal business activities are allowed although voting should be done by roll call.

When planning a virtual meeting, it is important to consider your membership. Video conferences only work well if all participants have broadband. Likewise, most conference call services involve calling into a long-distance number.

The only other major difference is that virtual meetings can become very chaotic very quickly. The presider (president) needs to be prepared for this, requiring that attendees speak one at a time and that all discussion be focused on the agenda item at hand.

Other than this, all the regular rules apply. Take attendance, establish a quorum, and prepare minutes. Give plenty of notice – at least 10 days for membership meetings, 5 days for special board meetings. Abide by your standing rules.

If your standing rules allow for it, you can hold elections via email rather than at a meeting. There are several online survey tools that make this an easy solution. For more information on this, check out [Mail, Email and Electronic Voting on the leadership guide webpage](#).