Creekside PTSA Board Retreat Minutes

July 22, 2022 1:00- 3:00 PM

**Meeting called to order at 1:00 PM**

**Location:** The Plateau Club, Sammamish

**Attendees:** In person: *Amy Miller, Krista Wood, Jen Nakamura, Jaime Daniel, Rohani Jotshi, Jennifer Ashton, Grady Brumbaugh.* Zoom: *Nikki Edwards, Lindsey Ebright*

**President’s Report-** *Amy Miller*

* Introductions to the new board, agenda approved
* Board meeting dates/times
  + 11:30am – 1:30pm, 2nd Thursday monthly (Sep 8, Oct 13, Nov 10, Dec 8, Jan 12, Feb 9, Mar 9, Apr 6, May 11, June 8)
  + General Meeting dates, 7pm (Sep 13, Dec 13, Mar 14, May 16)
* PTSA Goals/Focus 2022/23 (Amy shared a document)
* Board member roles (Amy shared a document)
* Approved Budget (confirm with Jessica), Rohani will ask Karen to post on PTSA website.
* Summary of the **board brainstorm** for Creekside PTSA: communication - keeping parents informed (social media, email, other?), community - where can we support our families, teachers, foster interaction and give the best year possible.
* Kindness Club (Amy to connect with last year’s chair for ideas)
* Mental Health resources for kids in need (Amy)
* **Board trainings** are required. Each *BOD member* go to <https://www.wastatepta.org/pta-leaders/leader-resources/> and if you have a login do the training for your position.

**Vice President of Volunteers Report-** *Krista Wood*

* **Prioritize filling...**
  + 1. Room parents
    2. Open chair positions
* **Room Parent** is vital role for communication, community, and engagement. Need positions filled with commitment to role with a strong lead.
  + Encourage co-room parents
  + Orientation (Jen will take the lead)
* **Kindergarten Virtual Play Dates** 8/10 & 8/17
  + Encourage K teachers and board members to attend.
* **Open PTSA Chair committee positions 2022/2023:**
  1. Otter store representative
  2. Book Room coordinator
  3. Student Expectations
  4. Emergency Coordinator
  5. Website Chair
  6. Art Docent Chair and classroom volunteers
* **Discussion about Clubs** (how to select and distribute funds – Brady to assist)
* **Halloween Bash** (Fri, Oct 28th)
  + Mostly organized (Jen to share name of Coffee truck)
* **Family Science Night** (planned for April 20, 2023)

**Vice President of Communication Report**- *Jen Nakamura*

* E-News / PTSA communications to start before the start of the school year
* Remind App
* Community Outreach for donations (Jen and Amy have secured many donations this summer!)
* Membership Link is up and functional
* Questions about what PTSA can fund (Volleyball net or other recess activities - Amy will ask)

**Vice President of Fundraising Report –** *Grady Brumbaugh and Jennifer Ashton*

* October 14-21st fundraiser, **Otterthon** (Jen will assist)
  + Will plan fundraising meetings to share the workload amongst board members

**Vice President of Membership Report** *– Jaime Daniel and Lindsey Ebright*

* **PTSA Membership:**
  + Membership push at the start of the year (In person opportunities to connect with parents?)
  + Membership Flyer (Jaime to update)
  + Ideas to promote membership more effectively (candy raffle last year)

**Treasurer’s Report** *– Rohani Jotshi*

* Report could not be updated as Rohani could not get access to the Bank of America account information

**Secretary’s Report**- *Nikki Edwards*

* Will distribute and post Board Retreat Agenda and Minutes, and update the PTSA calendar for the 2022/23 year

**Meeting adjourned at 3:00 PM.**