



## **Creekside PTSA Board Meeting Minutes**

**Date:** September 5, 2023, 10:00am- noon

**Location:** Katie Heady's home (1459 227<sup>th</sup> Ave. SE Sammamish)

**Attendance:** Amy Miller, Katie Heady, Jaime Daniel, , Nikki Edwards, Christy Sharf, Jenny Molumby, Tai Kopczynski, Swati Jain, Grady Brumbaugh (remote)

### **Presidents Report - Amy Miller**

1. Amy Allison loved the Flat celebrities and is requesting a flat Ollie (Katie to organize)
2. Emergency Management – Amy is talking to Shaun Cornwall about an earthquake budget line to use for emergency preparedness (parent drills with PTSA Board member's help)
3. Sponsorships – we need 10 Otter-thon sponsors (\$500 commitment each), board members to reach out to the community, blank sponsorship forms on Dropbox, dedicate 1 page in the yearbook to recognize our sponsors?
4. Board Training – still need training from Grady, Swati, Jenny and Tai
5. QR Code boards – use for current happenings, Grady can use for membership now, then Spirit wear, Otter-thon etc..

### **VP Volunteers Report – Jaime Daniel**

1. Popcorn Chair – call-in – Martha Twitchell (11am)
  - a. Budget is \$2k, spent \$1300 last year, profits to go into purchasing of popcorn supplies
  - b. Volunteer list created, monthly shifts, online training to begin soon and again in January,, make sure background checks are completed (confirm with office)
  - c. Volunteers need a Food Handlers license (PTSA will reimburse), lasts 2 years
  - d. Popcorn Fridays to begin after the 1<sup>st</sup> Friday in October
  - e. Promote in PTSA E-News, PTSA website(Taimay)and Room parent news, also post paper signs on classroom doors etc..
  - f. PTSA website form needs to be updated (Taimay)
2. Art Docent Program – \$8K budget, quarterly budge updates from art docent lead?
3. Open Chair positions: Science Night, Graphic Design, Legislative Rep and Sponsorship Chair (likely handled by the board)
4. Talent Show Chair – May date after spring break? Katie to advise since she has experience with this role
5. Running Club – we have 2 dads interested, need a faculty rep, will be once a week before school
6. Parent Surveys – share our collected data with the office re: clubs that families are most interested in



Creekside Elementary

**PTSA**<sup>®</sup>

*everychild. one voice.*<sup>®</sup>

7. Spelling Bee – need co-curricular funding so teachers can be involved, need to approve funding and space, combined budget for Cultural Fair since we are not doing it this year
8. Chess Club through Orlove on Peachjar is full, PTSA parent-led club is still an option (Jaime will reach out to Jack to see if he is willing to take this on again)
9. Chair Welcome Event – Oct 4<sup>th</sup> 10-11:30am at Katie's Home, meet and greet event with refreshments, invitation will be sent out by Jaime this week
10. School bulletin boards – Amy and Jaime to update
11. General Membership meeting – 9/14 at 8am – office to send announcement, option to offer coffee with the principal, or “Ask Ms. Alison about...” as a way to garner more parent participation; Swati suggested to reduce meeting occurrence to 3 times per year.
12. Halloween Bash – Kathy Arneson – planning in progress, we need insurance for food trucks

#### **VP Fundraising Report – Tai Kopczynski**

1. Dates: Oct 13-20
2. Themes will be Crazy Sock day, Crazy Hair Day, Sports Day, Pajama Day, Creekside Color Day, and Inside Out Day
3. Save the Date graphics in drop box – need an editable version (check with Maria)
4. Amy to purchase Adobe software for in-house graphic design
5. Entourage App to be used to upload photos for the yearbook
6. Otter-thon setup – teachers to take headshots to use for the Flat people (Katie will organize), Katie will also update the thermometers daily
7. Limit daily prizes to Top 2 in each grade, must have donated to qualify, will be announced at lunchtime daily
8. Honk n Waves – create a signup genius for volunteers, signs in PTSA closet but can make new ones as well, kick-off Friday, then Monday and Thursday during Otter-thon
9. Marketing lead for FB and Instagram – Jenny Molumby, Banner to hang on fence
10. Launch Day – Robo calls by Amy Allison, as well as 1-2 board members (plan via Paige in office)
11. Otter-thon posters 2 weeks prior to event, send to Mail Post for printing, images on Drop box, print 20-25 to display around the school
12. Otter-thon Budget breakdown needed
13. Remind teachers to take Spirit Day pictures and remind students to dress up
14. Amy is discussing Assembly options with Shaun - TBD
15. Ollie the Otter stuffed toy for the top class, Top 3 teachers prizes (Amazon GC – PTSA budget)
16. Clarify Company Matching for families – refer them to their companies HR



**Creekside Elementary**  
**PTSA**<sup>®</sup>  
*everychild. one voice.*<sup>®</sup>

### **VP Communication Report - Swati Jain and Jenny Molumby**

1. Who is responsible for E-News formatting? Paige in the office will handle that, we can continue to send our information via email
2. Malia is responsible for the Room Parent E-New, will go out weekly for now
3. Swati and Jenny to decide what is important to include in the E-News vs. Room Parent news
4. E-New should be kept short and bulleted for best visibility
5. Remind App to be used for events and important dates, needs to be promoted for families to sign up
6. E-News items for this week: Membership, Background checks for volunteers, link to order a yearbook before prices increase (include links to PTSA webpage and district site for volunteers)

### **VP Membership Report – Grady Brumbaugh**

1. Issues with membership upload (don't have an official membership total yet)
2. Send Membership flyers home with students and ask teachers to include a blurb in their newsletters
3. Use plastic A-boards to post flyers with QR codes linking to membership
4. Jenny to post on social media and add to room parent communication
5. Setup a candy raffle to boost membership
6. Grady to allocate free memberships to all teachers and staff at Creekside

### **Treasurers Report – Christy Sharf**

1. Meeting setup tomorrow with Rohani to discuss Quick Books, training etc..
2. There were no checks written in August
3. Reimbursement forms are located in basket in office to be checked weekly (Amy and Katie to sign)
4. Amy and Christy to meet next week to review the budget
5. Funding for student council (\$200 Budget)
6. Scholastic funds for new teachers (\$500) – talk to Amy Allison and Sacha, our Bookfair chair