

Cutten-Ridgewood Elementary PTA Executive Board Meeting
August 2nd, 2022

Minutes

1. Call to order at 6:15pm
2. Attendees: Lucky Syphanthong, Stacey Gabbert, Lauren Hansen, Christina Baxter, Karen Bazzano, Bao Syphanthong, Annette Sligh, Teresa McGinnis, Roan Lovely, Heather Odle
3. Adjustments/Additions to Agenda: None
4. Approval of minutes: 2 meetings to approve; June 2nd 2022 6:23 & 7:09. Karen Bazzano motions to approve both meetings. Lauren Hansen 2nds. Zero opposed. Approved.
 - During meeting board made aware of the need to correct Lucky's name to his legal name in previous minutes for check signing purposes. Karen Bazzano motions to edit Lucky's name to his legal name (Thavisak) in previous minutes, Lauren Hansen 2nds, zero opposed. Approved.
5. Principal's Report: Annette Sligh new Principal. Hoping to have all construction completed by start of school year. New entrance through the office to ensure all people travel through the office to enter the school. New kitchen windows. ADA Compliance has created many unforeseen issues that need to be brought into compliance in both Ridgewood and Cutten: hill, bathrooms, walkways/pavement, and classrooms. There's been no wifi all summer but the summer school program has been very successful and fun!
The Eureka Police Dept. came to facilitate and practice lockdown procedures. Good learning experience for all! Schools are doing all they can to ensure safety of children in all aspects.
Becky MacQuarrie has moved to the annex and Annette Sligh will move into MacQuarries office at Cutten.
6. Financial Report:
 - a. Treasurer's Report: Lauren Hansen reports that due to not having a budget yet there is no new information to share. A few deposits; Totem, and a small donation. We have a surplus as all needs and gifts came in under budget.
We have over \$27000.00 which includes the money market account. Checking account is over \$21000.00 and started with \$19000.00
Need to ensure all PTA board members are PTA Members with paid dues.
Lauren will be learning new accounting software "myPTEZ" to replace QuickBooks, so the reports will appear different soon.
 - b. Approve expenditures: There are no expenditures to approve.
7. Old Business:
 - a. Ratify Chair positions:
 - b. Open Chair positions: Volunteer Coordinator, Secretary, Pancake Breakfast Chair, Popcorn Tuesday Chair, and Greeter Chair are still open.

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Karen Bazzano questioned if we still need a box tops chair? Stacey Gabbert suggested it be left dormant until able to vote in new bylaws as that position holds voting rights.

Karen questions voting rights related to positions. Stacey replied that yearlong position titles receive voting rights.

Christie Thompson the previous Volunteer coordinator has moved. She did a lot of work on the database and we need to connect with her to ensure it isn't wasted.

Lauren Hansen offered to help with popcorn Tuesdays but would prefer not to chair it if can be helped.

Discussion to promote needed positions on social media. Stacey Gabbert offered to post to Facebook.

- c. Carnival/Fundraisers/Events/Programs: Raffle and Carnival will remain separated. Carnival will likely remain in the spring.
- d. Preliminary Budget/Calendar Planning: A budget committee is needed for the preliminary budget. Lauren Hansen, Lucky Syphanthong, Christina Baxter, tentatively Stacey Gabbert and Amy Coleman will be on the budget committee. Lucky Syphanthong will speak with the Principals and Superintendent regarding calendar planning. **Decision made to meet in person, August 15th at 6pm at babes Pizza. Stacey Gabbert suggests a rough draft be made based on last year's budget and it can be adjusted in December. Lauren Hansen will create the draft and email to Lucky. Lauren will reserve Babes Pizza meeting room. Lucky will email Amy Coleman with meeting date and time.**
- e. Popsicle Posting (volunteers): The Popsicle Posting will be on 8/19/22. Karen Bazzano and Bao Syphanthong will pass out popsicles at Cutten. Lauren Hansen and Mike Richards will pass out popsicles at Ridgewood. **Karen Bazzano can no longer volunteer, Roan lovely will replace her and offered to purchase otterpops. (Up to 300) volunteers to meet at 3:45pm should take between ½ to 1hour.**
- f. Spiritwear: Christina Baxter has provided the spiritwear information to Carie Bartlett. **New company to produce sprirt wear, Sport & Cycle. Will wait to hear from Carie Bartlet regarding potential new logo.**
- g. MyPTEZ: Lauren Hansen reports that MyPTEZ is half the price of QuickBooks and she believes it would be a good program to use instead of QuickBooks. Christine Tyson moves to purchase MyPTEZ in lieu of QuickBooks; Karen Bazzano seconds. Motion passed. **See treasurer report.**

8. New Business:

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- a. Ratify Chair positions: Roan Lovely to be new Secretary. Stacey Gabbert motions, Karen Bazzano 2nds, zero opposed. Approved.
 - b. Open Chair positions: Volunteer Coordinator, Pancake Breakfast Chair, Popcorn Tuesday Chair, and Greeter Chair are still open.
 - c. Roan Lovely suggests new fundraiser to work in conjunction with box tops or to replace? Called SCRIP, buy gift cards at a discount and sell throughout the year. Good returns vs. box tops. Will collect information and deliver at next board meeting.
 - d. Parent packets: Volunteers needed to help collate and staple packets. Tina Standish to be emailed regarding dates and times volunteers will be needed. There should be a PTA Master Flyer already included in the parent packet.
 - e. Update check signing names with the bank. Remove Elaine Mu and enter Lucky Syphanthong with legal name (Thavisak). Karen Bazzano motions to edit Lucky's name to his legal name (Thavisak) in previous minutes, Lauren Hansen 2nds, zero opposed. Approved.
 - f. Fall Membership Events Raffle: Lucky will contact Anna Kovaly and Kristine Tyson to discuss.
 - g. Program/preliminary calendar; reflections, Santa, carnival in the spring and raffle in the fall, Popsicle posting More to be discussed and created in future?
9. Executive Board/Chair Reports:
- a. President's Report: Lucky Syphanthong as new president is happy with boards' current status and has nothing new to report.
10. Chair/Committee Reports: There is no Chair or Committee Report at this time.
11. Announcements:
- Next meeting: The September meeting will be on 9/6/22 at 6:30pm in the Cutten Staffroom.
12. Meeting adjourned at 7:12pm