



**SMS Parent Faculty Club Executive Board Minutes,
February 16, 2022 6:00 PM
Via Zoom**

Attendees: Daralyn Christensen, Jen Kohl, Audrey Nagle, Teri Stevens, Hope Tompkins

- Call to Order: Daralyn Christensen @ 6:05 p.m.
- Approval of January Minutes: Daralyn motioned to approve; Teri seconded.
- Principal's Report
 - Safety week is this week. Tomorrow is the lockdown drill. The students are doing a good job of listening well.
 - We had over 500 well wishes to give out, which is great. Leadership also created a special valentine for the students.
 - With regards to the middle school redesign, the PFC can look forward to welcoming the River and Harvest communities. We have been registering students from River and Harvest. We may know in two to three weeks if the Mayacama Charter School will be approved.
- Treasurer's Report
 - Audrey gave the financial report - our current balance is \$52,465.40 Not many expenses to report, Honor Roll Stickers bought from Jen's budget, and quick books subscription.
 - The final amount from business sponsorships is \$8,752, over our projected goal of \$8000.
 - We received a notice from the CA State Registry of Charitable Trusts for not filing with them. As a non-profit we were supposed to file registration renewal fees with this department annually, however, we have not filed with them since 6/2017. Audrey got clarity on what we need to do. We will need to pay \$25 to file with them and submit our tax forms, it will be approximately \$100 - 200 in total.
 - Due to the high turnover in the treasurer position and other board positions, Audrey mentioned the importance of creating a master list of annual financial tasks as well as other administrative tasks to give to future board members She will start working on a list for her role.

- President's Report
 - The teacher's lounge project is going great. Daralyn is working with Kristi Leamer. The interior designer we were going to work with is too busy to assist. They got the wish list from the teachers, which was helpful and fun. They would like to paint the lounge - Kristi can fill out a volunteer form or we can get an estimate for a painter through the PFC. They plan to ask designer, Ulikra Edin, a former SMS parent, for her advice. The lounge area would benefit from an area rug, a plant, a new bulletin board, and some artwork. Possibly they can remove the coca-cola machine by summer. We may use volunteers to haul some items away. The deadline to have the lounge completed is March 25th.
 - Sponsorship Banners are in from Copy Corner. They were \$75 per banner. Audrey will try to confirm that is the same amount we paid last time. Board discussed the best way to enhance banners. Shoutouts will go to the two family sponsorships via social media. Daralyn will send the information for the shoutouts to Jen and the school secretary will send them out on our various social media channels.
 - Dine and Donate: Southside D&D change to April 22, 2022. Daralyn changed from the prior date, as we were out of school when families could be away. We're hoping for a Hop Creek D&D in March on a Tuesday.

- New Business
 - Recruit for Vice President and Treasurer - Marta has had to step away from the Vice President role for personal reasons. We discussed and decided not to recruit for a new Vice President. We are hoping a member of the River or Harvest Parent Clubs will like to join our board as the new Treasurer. Daralyn has been absorbing Vice President tasks as well as fundraising. Audrey encouraged Daralyn to ask for support when needed, which the board echoed.
 - The 8th Promotion & Aloha Party already has a committee and is well organized. Due to Covid-19, the promotion will have to be two separate ceremonies. It will either be on the last day of school or second to the last day of school. Jen will know by the end of February.
 - Jen will advertise the Shop & Donate at the Book Mine on SMS's Facebook page. Teri will reach out to Kristi to advise her to spend \$1,500 the library currently has in the budget on books during the shop & donate as 20% goes back to SMS.

- Adjournment: Meeting adjourned @ 6:35 pm.

Next meeting: PFC General Meeting, March 2, 2022 @ 6 p.m.