



**SMS Parent Faculty Club Executive Board Meeting
Minutes – August 23, 2021 6:30 PM**

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

- Call to Order: Daralyn Christensen @ 6:36 pm
- Approval of June Minutes: Audrey motioned to approve, Teri seconded.
- President's Report
 - We need to recruit a new Dine & Donate Coordinator. Daralyn suggested posting the open position on Parent Square. Our goal is to have a monthly Dine and Donate. Hope will reach out to Allegria to see if they would be interested in hosting a Dine & Donate.
 - Daralyn will circle back with launching the Farm Fresh to You fundraiser as they were revamping their program.
 - Jen will send out a 6th Grade Parent communication regarding how they can get involved. Daralyn will send the verbiage to Jen. This communication will also be added to the newsletter.
- Principal's Report
 - We had a smooth first three days of school with the students back on campus. Students seem to be comfortable wearing masks. They are very happy to be on campus and friendly towards one another.
 - The SMS Administrative Office has two open positions they are actively hiring for. The positions are open due to internal promotions. Jen was able to train new staff and is proud we were able to promote existing staff.
 - The gymnasium roof has been fixed, thanks to Measure H. Project was completed on time. The gym is now on the docket to be painted.
- Treasurer's Report
 - Audrey presented the Board with the current financial statements. Our current balance is \$38,099.30.
 - We received \$65 from Amazon Smiles in mid-August, so it's a good program to continue to promote. We received \$148 through SiriusXM,

Good for the Cause charity. Our QuickBooks fee is increasing by \$100 this year. Reimbursement checks were sent to Teri and Hope for the recent Teacher Breakfast.

- Audrey recommended increasing the Teacher Appreciation budget to include two additional breakfasts at approximately \$150 each (one at beginning of the year and another during teacher appreciation week). Daralyn motioned to approve increasing the 2021/2022 Teacher Appreciation budget by \$300. Teri seconded the motion.
 - Our Statement of Filing Information was due at the end of March which we were unaware of. It is due every two years, therefore we must provide the information again in March of 2023. Audrey will start creating a list of important dates, such as these, so we can be better prepared.
 - We did not need to file a full tax return this year because we were under the \$50,000 threshold required. Audrey will inquire if the filing will cost us less money given it's much less work than a full return, i.e.: information was submitted on a postcard.
 - For fundraising purposes, we now have a Square device and a Venmo account. We also have a PayPal account which is the only application that works with Parent Square. Audrey will look into switching our PayPal account from a personal account to a business account as it is more appropriate.
 - Daralyn has been added as an additional signer of checks.
- Fundraising
 - Daralyn will reach out to our Fundraising Chairs (Julie Gerien & Julie Murrell) to discuss implementing programs for this school year.
 - We need to refresh our parents and inform our new 6th Grade Parents about all our fundraising opportunities.
 - Jen will remove old Business and Family Sponsorship banners and we will run a promotion for new 2021/2022 sponsorships.
 - A huge thanks to Teri for spearheading and successfully auctioning off our Bottlerock Tickets! The school made \$460 (\$500-\$40 fee to remove pop up ads on the silent auction website).
- Meeting Dates were set for the 2021 - 2022 School Year. Due to Covid restrictions, all meetings will be held in Zoom until further notice. Jen will coordinate Spanish translation for the general meetings:
 - ~ Sept. 14, 6 p.m., Zoom, General
 - ~ Oct. 12, 6 p.m., Zoom, Board
 - ~ Nov. 9, 6 p.m., Zoom, General
 - ~ Dec. 7, 6 p.m., Zoom, Board
 - ~ Jan. 11, 6 p.m., Zoom, General

- ~ Feb. 8, 6 p.m., Zoom, Board
- ~ March. 8, 6 p.m., Zoom, General
- ~ April 5, 6 p.m., Zoom, Board
- ~ May 10, 6 p.m., Zoom, General
- ~ June 7, 6 p.m., Zoom, Board

- Miscellaneous:
 - Daralyn to send Teri the PFC Mission Statement for the website.
- Adjournment @ 7:15 pm
- Next Meeting: Tuesday, September 14th via Zoom 6 pm (General).