



**SMS Parent Faculty Club Executive Meeting
June 16, 2020 6 P.M.**

Attendees: Emily Barazi, Angelique Ball, Jen Kohl, Daralyn Christensen, Audrey Nagle, Hope Tompkins, Teri Stevens

- **Call to order:** Angelique Ball @ 6:22 p.m.
- **May Minutes were approved.** Emily motioned to approve, Jen seconded.
- **Treasurer's Report:** Moved to the beginning of the meeting to allow Emily to report first as she needed to leave early.

~ The current SMS PFC balance is \$53,125.91

~ Budget requests for the year by staff have been completed and 2019-2020 expenses have been paid.

~ SMS Insurance has been changed to Wine Valley Insurance at a rate of \$433 annually and is less than SMS was previously paying. The switch provides more coverage for SMS officers, as well as the ability to add on for events if needed in the future.

~ Emily will work with Audrey to submit taxes by July 1, the end of the fiscal year. In addition, 2018 taxes will be resolved once the IRS opens (Covid-19).

~ Updating the SMS By-Laws was discussed, as there are sections that are outdated. Something to consider in the fall.

~ SMS funds will be moved from First Republic from Mechanics Bank due to poor service from Mechanics. Emily is working with her contact Morgan Elgebali, to get SMS the service of a business account. Audrey and Teri will be signers on the new account which will require two signatures. A majority of SMS funds will be moved to the new account, with a smaller portion left in the Mechanics acct. to cover any outstanding payments.

~ When the new account is set up, funds from Amazon Smile, Square and PayPal will need the new bank account information updated so funds will flow into the new account.

~ Moving forward, SMS will receive paper monthly statements rather than digital statements.

~ Emily was able to get a \$1,220 refund for past online Quickbook Charges, thank you Emily! Moving forward Quickbook Desktop will be implemented, therefore no fees will be incurred.

- **2020-2021 Board Officer Welcome**

- ~ Angelique welcomed the new officers and stated that the main function of the group is to help teachers get kids what they need.

- ~ Confirmed that email will be the best form of communication, however the officers agreed that texting messages would be fine regarding important issues.

- ~ Ideas for new/other committee needs included updating the SMS website by adding important dates, as well as linking the website to Parent Square to get more traffic to the site.

- ~ Parent Square communication needs to be clearer that it's a PFC communication. Daralyn will work on this, as well as take on the Website/Parent Square Communications Committee with the help of Angelique.

- ~ Regarding social media, SMS's new Facebook page needs to interface with Parent Square, and old Facebook followers need to migrate to the new FB page. Jen will work on those issues over the summer and then delete the old FB page. Additionally, Jen will turn the comment option OFF on the SMS Instagram account, as well as provide social media platform logins to Angelique.

- **Fundraising**

- ~ Amber Payne, who has transitioned off the Board, was in charge of banners and sponsorships.

- ~ Discussed the possibility of having students (band & leadership) do fundraising after a program was decided on and put in place.

- ~ Considered moving Wow Week to the fall, however this is uncertain due to Covid-19 and not knowing yet how the fall will play out in terms of back-to-school or Zoom. Wow Week could be implemented virtually, but would have better results if there was an in person ask for sponsorship.

- ~ It was agreed to wait until school starts to decide how best to move forward with fall fundraising.

- ~ Last year Business & Family Sponsorship raised approximately \$5,700, with the help of a half-price sponsorship ask in January. The program works better when the ask is student driven.

- ~ It was mentioned that due to the lack of spending in the last trimester of the 2019-2020 year, we may not need as much fundraising due to a surplus of funds. Additionally, enrollment for 2020-2021 is lower, 750 kids.

- ~ Discussed the possibility of implementing cookie dough and magazine fundraising before the holiday season.

~ Julie Gerien and Julie Murrell will be approached about researching escript opportunities.

~ Daralyn will look into the Amazon Smiles program and how it worked a Vichy in terms of SMS possibly having its own URL (similar to shopvichy.com) or simply being an Amazon Smiles participant. The thought is that a greater percentage is earned with a designated URL.

- **Principal's Report:**

~ The 8th grade Graduation Committee, led by Theresa Diana, involved balloon, lei, donut and promotion certificate and drop offs to each SMS 8th grader by SMS staff. All but one staff member, who had a graduating student, participated. Each participant delivered to 8 to 10 students. It was impactful for the staff to see where SMS students live. There is a great video of the staff preparing for the drop-offs and completing them on FB and Parent Square.

~ There is a push to be back on campus in the fall, however the status is unknow now and should be determined in July.

~ School begins August 19.

- **Meeting Dates were set for the 2020-2021 school year:**

~ August 3, 6 p.m. Angelique's house, Board

~ Sept. 1, 6 p.m., location TBD, General

~ Oct. 6, 6 p.m., location TBD, Board

~ Nov. 2, 6 p.m., location TBD, General

~ Dec. 1, 6 p.m., location TBD, Board

~ Jan. 12, 6 p.m., location TBD, General

~ Feb. 9, 6 p.m., location TBD, Board

~ March. 2, 6 p.m., location TBD, General

~ April 6, 6 p.m., location TBD, Board

~ May 4, 6 p.m., location TBD, General

~ June 1, 6 p.m., location TBD, Board

- **The meeting adorned at 7:51 p.m.**