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**shARK December 2021 Meeting Minutes**

DATE: 12/16/2021

Location: Altamont General Store  
Call to order: 9:08

MEETING TYPE:	Regular x	Special
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Roll Call:

NAME	ROLE	PRESENT	ABSENT
Marni Davis	President	x	
Caitlin O'Neill	Secretary	x	
Sue Davis	Treasurer	x	
Sarah Laird	Vice President	x	
Giovanna Zarba	Director	x	
Kandi Cogliandro	Director		x
Lauren Bowne	Director		x
<b>*Guests in attendance*</b>	Carisa White		

- I. **Welcome and call to order.**
- II. **Approval of minutes from November 16th board meeting. Sarah motions to approve, Sue seconds, all in favor.**
- III. **Board Administration**
  1. Set a calendar for the first few board meetings of 2022 and social parent meetups–Winter walk will be rescheduled, date TBA; **next board meeting will be**

**on Zoom 1/18/22 at 6-7:30. Let's let the school know ASAP.** February 25th Harmony shARK Social Hour—Adults only gathering at the Union. Spring playdate at the playground again in late March/early April, hosted by shARK.

2. Slack account check in—Lauren was going to send us all an invitation to start checking out the platform. We also don't know that this necessarily is a helpful tool for us...definitely not during the Covid times, as we aren't organizing much beyond logistics. Caitlin will add the WhatsApp parent group to the next E-blast, as this seems like a good means for communication now.
3. Revised Bylaws update—can't submit anyway, until the tax status is settled. We can submit bylaws and change our organization name at the same time. Lauren is still refining this.
4. HUSD Board Meeting Updates/Liaison(s)--per Marni from the last board meeting, there is a 200k deficit, we're not sure what this will mean for programs. We think **Jacqueline will be our liaison to the school board.**
5. Occidental Community Council Liaison – Marni will email Fawn about upcoming meeting schedule, Sue/Sarah/Marni could tag team on attendance. We could build a bridge to the community through this collaboration, contribute more to local events, etc.

#### IV. Financials

1. Bank account update—Sue will take pictures of all deposits and send them to the book-keeper, and deposit in account ASAP. Current balance is around \$55k. Sue uploaded the bank statements into the Drive.
2. Accounting/Taxes and Treasurer Report—book keeper has not finished because she is so busy, Marni/Sue have an email thread with the CPA. They will email Shelley and ask specifically when she will be done.
3. Teacher Supply Budget - distribution update—Stacey K. will oversee/administer this, Marni will ask the school if they will be communicating about it to staff/teachers.

#### V. Fundraising

1. Pie Fundraiser Recap—we made about \$700. We could have ordered way more. We sold out, 90 pies. Let's aim to raise \$1000 next time. Sarah will ask the pie company if they do this year round, and she will oversee if we are to do another round.
2. Book Fair—Giovanna will reach out to Matthew about how to envision this for later in the school year? What about combining an open house/book sale finale with the play?
3. Mother's Day flower sale. New idea, but has been requested by staff since the beautiful bouquets at Teacher Appreciation Day last Spring. Sue will reach out to the flower collective to ask about buying bulk flowers. Volunteers could make arrangements.
4. Annual Pledge push...reminder in the e-blast.
5. Late spring online auction with a possible in-person component. We should definitely do an online auction this year, and then hope for an in person item pickup for adults, date: **Saturday evening May 21st.** Online auction soliciting to start in February. Goal is to have an online auction up for two weeks prior, starting May 7th. We're waiting on tax status, and then will forge ahead. **Focus on this discussion in January, and by February we should be moving ahead.**

6. Shirt/ sweatshirt order. Submit orders by Friday January 7th. And add t-shirt ordering link to the end of the year e-blast.

## **VI. Communications and Technology**

1. Website updates needed–Caitlin will do this, she has a list of updates to make. Also we need to add the t-shirt orders to the website, as well as update the minutes, and add the January meeting time and Zoom link. Maybe we can make the calendar more of a thing.
2. Email account check-in, communications with school, etc.–Caitlin will make another e-blast and it will include: link to the WhatsApp, and Website Donation Link (with reminder of how much it costs per student per year), upcoming January meeting time, and T-shirt ordering link.
3. Wish lists on the website–Munroe, Collins and Ms. T have quite a few items unpurchased still; **Marni will follow up with teachers in a weekly update in early January as a reminder to link families to their wish lists, if they have them.**

## **VII. Events/Afterschool Opportunities**

1. Breakfast at the Big Toy recap. It went really well, people seemed happy and would like to do it again. Plan is to set another date this Spring.
2. Caroling/Tree Lighting in downtown Occidental recap - super fun event. Next year we could collaborate earlier.
3. School Administration updates - spring events–The school will hopefully hold an outdoor spring community event late April, per Matthew. **When is teacher appreciation week? When is color run? Sarah will ask Elizabeth about the color run and general 8th grade graduate plans.**
4. Conversation with Kaelyn from Clayfolk regarding after school ceramics classes–Marni spoke to Kaelyn and she is interested in throwing after school classes. Not a great space in her studio, can we host on school campus, or as an alternative do at the community center? Marni will try to get a feel for interest. Thursday would be the best day. Split into different age groups, if there's enough interest.
5. Babysitter training and/or CPR certification–good idea for the future, skill-building.

### **ADDENDUM:**

**From board member emails on 12/8/2021, Kandi makes a motion to approve a \$175 budget for the Breakfast at the Big Toy event on 12/11. Sarah seconds the motion, all in favor.**