



www.harmonyark.org

shARK Meeting Minutes

Date: 8/01/22

Location: Altamont General store Occidental

Call to order: Caitlinn calls at 12:33

MEETING TYPE:	Regular x	Special
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Roll Call:

NAME	ROLE	PRESENT	ABSENT
Caitlin O'Neill	President	x	
Sarah Wieland	Secretary	x	
Sue Davis	Treasurer	x	
Sarah Laird	Vice President	x	
Gaia Farina	Director	x	
Marni Davis	Director	x	
Lily Borgeson	Director	x	
Guests in attendance			

I. Opening

- A. Call to order
- B. Approval of past minutes Caitlin calls Sue seconds
 - 1. Sue gave the check to the school and has the \$1,000 from copperfields
- C. Check in on action items from the previous meeting

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BOARD MEMBERS: LILY BORGESON, MARNI DAVIS, GAIA FARINA

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II. Updates

A. Financials

1. Treasurer reports on financial updates/most recent bank statements
 - a) \$72,167 in account \$47,000 that we are starting the year off
 - b) Bank statements are in the last year's folder
2. Tax/Bookkeeping updates
3. Was there any mail at the school for us? Looking for West America bank statements. What about Stacy Kalember? Someone needs to be on it. Caitlin will ask Suzi. Likely \$2,000 in it. The documents were in google drive. We aren't done. Bookkeeper needs the statements to finish. Does anyone have a checkbook for that account? From Dec 2021 \$2358. \$13/month bank fees. Can we close it out? Then CPA can take it from there.
 - a) Deadline for getting tax status restored?
 - b) Are we current on check signors and who can access bank accounts? At least Caitlin, Marni and Sarah Laird
 - c) Hiring a bookkeeper (Caitlin has someone) Jenny Bray. very good bookkeeper. Not to clean up past mess, but taking it forward. Not must activity until the pledges come in. Sue would send a bank statement and she would reconcile. Also info from website. Send her the reports. Have access to the Quickbooks. Can we find someone for under \$40? Put the sales from pies in one lump sum to make it easier.
 - d) Parent Booster USA – see fliers. Can we consider implementing this? Motion to approve?
Let the Booster support 15% off. Around \$400/year. Best to start fresh. Might take 2 hours (from Lily) to set it up. They get our EIN and hold your hand. Could help throughout the years as the board members change. It's designed for groups like ours, info is saved in the account. They email us when we have a form due. Could be in place of a CPA, you can call with questions. We might need to reset our EIN
We would have Jenny CPA step back in responsibilities. Sue will call. (407)347-0063

B. Board Administration

1. Bylaws need to be up to date, read by all members, and posted in this year's folder.

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- a) WHERE ARE THEY in the Drive? There is now a digital copy. Marni will ask Lauren if she is complete. We will need to upload the bylaws for our Nonprofit status.
- b) Summarize meeting last Friday with Matthew and Stacy.
- c) Notes are [here](#).
 Might be more interested in collaborating with us and helping to provide information for the school. Missy is data technician. Oldschool Occidental
 Masks- will follow the covid numbers
 New families with inquiries not getting a return response.
 Suzi autoreply- Date for when we will get back to you, suggest emailing ARk or directly contacting a parent volunteer to provide information. Marni? Create a spreadsheet for parents of Kindergarteners to share phone numbers. - Add a note to the admission page that lets new parents know more about the small district and the enrollment not being known until August. Give the welcome tea info to Eloisa to put on the Facebook and added to WhatsApp
 Event Aug 16th and 2pm.
 Lily will send it out in the newsletter Sept 1.
 Trying to get aftercare off the ground for this year. Go to the board meetings to communicate the needs around this. It wouldn't be drop in, would need to commit. Will need to hire for this position with some of the Covid money.
 Unclear about music
 Sports will be coming back
- d) Preliminary calendar overview for the year is [here](#).
- e) Set meetings dates through the year
 - (1) Get dates to Suzi for the HUSD calendar, and add to the welcome packet as well.
 Let's have our dates all set so that we can have a sandwich board ready for the first day of school- Lily

C. Communications and Technology

- 1. The Drive — is everyone familiar and oriented with where things are? [THIS IS WHERE YOU START](#) for the current school year.
- 2. Our Board WhatsApp and group email – is everyone receiving and checking messages?
- 3. Website updates
 - a) Lily needs an orientation to website and e-newsletter
 Lily and Gaia will join Sue and Caitlin for a website meeting

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- b) Home page update with introduction to school year/board
- c) Board Meeting Minutes posted
- d) Soon: Amazon Wish lists (pending word from Matthew) wants to streamline this. The ShARK website shows what each teacher needs.

Social Media- elloisa

- 4. info@harmonyark.org check-in
- 5. Teacher communications, E-Newsletters, etc.
 - a) Classroom Liaisons for 2022-23 clipboards at back to school week. Ask parent to volunteer Someone needs to put it together. Permission for Ark to add you to list, cell phone number to add to WhatsApp groups. Caitlinn has a spreadsheet. Under welcome packets- Sarah Laird
 - b) Ask for a parent who will help with the Auction!
 - c) We can order clipboards on amazon 10

Gaia will design a sandwich board to have out by tuesday 8/16 welcome tea for Kindergarten and for first day of school. A printer meeting with Sue and Gaia. Thursday 8/4/22 at 1pm Gaia will email Suzi to ask for access to the printer. Suzi helped Candy in the spring?

- d) E-newsletter – next one when? Caitlinn mid August. Then Lily will pick up for school year- blurb are you a new family
 - (1) Board Bios by August 8.2022
 - (2) Volunteers needed- help with auction
 - (3) Direct Ask for family donations. Even \$1-\$5. with 10/6 deadline for raffle deadline for Autumn festival classes who had 100% participation were entered into a raffle. The parent lisason keeps track of who in the class has and has not donated. Or on honor system. They would have a class roster.

Also family gets a raffle ticket for a basket that we put together to raffle off at the end of the Fall Festival

D. Fundraising and Events

- 1. 2022-23 Goals: What are we aiming to raise?
- 2. The large format printer
 - a) Who knows how to use it? Can set it up in staff room.
 - b) Where are our sandwich boards? Set out for the school play and not picked up. Look around the campus
- 3. Projects and Committees
 - a) Back to School packets Caitlinn will update the letter Would like to send it out on August 19, 2022

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- (1) Welcome letter and board/shArk introductions
- (2) Calendar overview
- (3) Volunteers needed
- (4) Direct Ask/donation request
- (5) Coffee in the Garden announcement
- b) Welcome Back Dinner-(Caitlenn) discuss making a \$250 donation per student. They can have a recurring paypal fee. If you can give more. Sponsor a family form Would need 160 students to pay this price to meet our \$40,000 goal. Use the salmon tracker on the board at school
- c) Fall direct ask (Gaia, Sue, Lily) → raffle on 10/6
- d) Autumn Festival (sarah L and sue do we want to buy an apple press to use at the fest? \$1635 estimated price to purchase Additional element for class with full participation. Brainstorm Gaia and Lily- brainstorm by September 1st newsletter,
- e) Committees needed for book fair winter fest, auction, spring play, staff appreciation. Need clipboards to sign up for these. Special skill clipboard for volunteer help
- f) ShARk shed cleanup- come with shopvac and mouse traps
- g) Pie Fundraiser (Sue and Sarah L)
- h) Book Faire (Sue and Lily)
- i) Winter Fest (collaborate with dawn and shanea ahead of the events committee.) dont want us to take over. -Burrito
- j) Spring Play (Marni)
- k) Auction (Gaia)
 - (1) Start building contact list for donation requests
 - (2) Gaia, see in Drive the 2018-19→Auction AND in 2019-20→Auction 2020 (might be more updates in the latter; also, maybe just start over)
 - (3) First meeting by October?
- l) Spring Festival
- m) Staff Appreciation week May1-5
- n) Mother's Day Flower Fundraiser (Sarah W)
- o) Shirts- Geared towards everyone- not just kids. Tommy Moorman can do something with the design. Gaia has designs to email.-

E. Community Building

1. Coffee in the Garden

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- a) September 2nd seems best. Lily will buy two press pots. Sarah W. owns one. Suggest bring your own mug, but buy coffeecups and creamers. Sarah and Lily set up.
- b) Sue will ask Courtney for donation of coffee from Bohemian

- II. Special Topics Work day on 8/13
- III. Pending Voting/Approvals
- IV. Motion Marni Sue seconds to buy clipboards
- V. Catilinn motion to buy 2 carafes and marni seconds
- VI. Ask Ace hardware about pricing for apple press or SR the Beverage people
- VII. Next Meeting- September 7th after drop off at Howard's

Committee meetings in off months.
November 2, 2022 8:45 at Howard's

12/12-12/15 book fair set up Monday 12/12 after school
Event is Thursday Dec. 15th for Winter festival
break down 12/16

*Vote to remove Candy as a check signer

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