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shARK Meeting Minutes

Location: Altamont, Occidental

Call to order:

MEETING TYPE:	Regular	Special x
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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		
Kandi Cogliandro	Director	x	
Lauren Bowne	Director	x	
Guests in attendance		Gaia Farina	
		Sarah Wieland	

- I. Approval of Minutes from May–Kandi motions to approve, Sarah seconds, all in favor.
- II. Updates
 - A. Board Administration–10 minutes
 - 1. planning for June meeting
 - a) Work on writing up “a typical school year” overview, how to run Staff Appreciation Week, School Play, events, drafting newsletters, logging into website and back end of online store, etc.
 - b) Back to school planning
 - (1) Hosting a meet and greet over coffee for new families, etc.
 - (2) Folders go home to all students, with info about shARK

- c) Better coordination, annual review with school administration
- d) The Bylaws: issue is not as much about the bylaws being “ready,” as much as we make sure to prioritize the conversation of an Annual Board Review, checking in with people, are we doing it for the right reasons, is anyone growing resentful or having conflict.

B. Fundraising–5 minutes

- 1. How much has been made since staff appreciation donations request started, and flower bouquet sales?

C. Communications and Technology–5 minutes

- 1. Website updates and info@harmonyark.org check-in
 - a) Add May 20th Event on Website–Caitlin, done.
- 2. E-blasts–when and what?
 - a) Add the WhatsApp to next newsletter
 - b) 8th grade graduation news?

D. Events (20-30 minutes)

- 1. Staff Appreciation Recap:
 - a) Wildflour was a huge disappointment. So maybe we work the Mio Wallach connection to get donations in the future. Otherwise Howard’s has the hookup to Costeaux bakery, we can probably bulk order through them.
 - b) Food trucks–did the flow work well, no long wait times? YES.
 - c) Succulents were great–let’s make sure it’s not the same time as the Flower Fundraiser next year though.
 - d) Hand written cards were very time consuming. Next time a gift bag with printed cards is totally acceptable.
 - e) Next week we’d love to have a Lead Volunteer to oversee Staff Appreciation week. Marni would like to write up “How to Run Staff Appreciation Week” and we should fund a need beforehand.
- 2. May 20th
 - a) Getting the Word out:
 - (1) Gaia is making a flier for the raffle basket requests and a general flier for the event; double sided will go out tomorrow via folders and/or handing out at pickup.
 - (2) Kandi is doing a hand written sign for the big board on the highway, and she and Gaia will work out whether we can use the big printer for the other signs. Ms. T knows how to make use of the printer now.
 - (3) Matthew–Lauren will email him about the teacher group email re: the raffle, parking on the black top, getting keys and trash receptacles, etc.
 - (4) Tell folks to bring chairs, blankets to sit on–Gaia including in the flier
 - b) Infrastructure–bathrooms, dumpster (keys), trash and recycling, make signs (trash, recycling, raffle tickets, etc.), list of rules/agreements (watch your own kids)
 - (1) Marni will make a “run of show”
 - (2) Lauren is emailing Matthew about our questions

- (3) Let's get the compost/trash/recycling set up from the cafeteria and try to duplicate that as much as we can.
- (4) Sue and Ursa will make some signs (Welcome!, Raffle Tickets (with prices), Supervise your kids on campus)
- c) Raffle baskets–Sarah is on it, and will let us know if she needs help with it.
- d) Music–Mac Skinner confirmed; send song requests?
- e) shARK table–
 - (1) Sign in sheet for WhatsApp and email list
 - (2) Disclaimer about supervising kids all over campus.
 - (3) Donation box
 - (4) Raffle ticket purchases

II. Special Topics

- A. Sue is motioning to void the check to Shanena for the school play compensation; Sarah Laird seconds the motion. All in favor. This was a confusing issue for us. In the future, ask ourselves and communicate with school about how to run the play equitably, how shARK fills the gap, coming to agreements earlier in the process.

III. Voting/Approvals

- IV. Next Meeting–June 22 5pm for board, 6pm for others @ Marni's