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**shARK Meeting Minutes**

Date: April 21, 2022

Location: Altamont, Occidental

Call to order:

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	
Kandi Cogliandro	Director		x
Lauren Bowne	Director		x
<b>*Guests in attendance*</b>	Sarah Wieland		

Approval of March 2022 Minutes

***Sue motions to approve the March minutes; Marni seconds the motion, all in favor.***

I. Updates

A. Board Administration

1. Board structure and roles for 2022-23.

a.) Make sure Lauren can finish rewriting the bylaws by the June meeting.

b.) Marni is going to step down from role as President next year.

Let's all start thinking about who can fill this role next year. Dual position?

## B. Financials

1. Treasurer reports on financial updates/most recent bank statements
  - a) RCU balance: \$73,259.26
2. Tax/Bookkeeping updates—Marni says the CPA extended our tax season; she can start finalizing in late May. Marni is coordinating with Shelly (bookkeeper) to make sure everything is ready for that.

## C. Fundraising

1. Progress made toward annual goal
  - a) Sue logged into PayPal and says we have raised \$3,766.76 since January (via website clicks)--Sue is moving this balance to RCU today.
  - b) Spring Play \$4,569—this will be donated to Samantha's fund.
    - (1) ***Sue motions to pay \$4,569 to the Over the Rainbow Gofundme—in the name of Lisa Goldsmith. Marni seconds. All in favor.*** Sue is writing a check today. Marni will write an update on the Gofundme.
    - (2) ***Need to vote on reimbursing Kay \$45: Sarah motions, Sue seconds, all in favor.*** Check written.
    - (3) ***Reimbursing Sarah Laird \$77.80 for concessions. Sue motions to approve, Marni seconds, all in favor.*** Done.
    - (4) Voting on giving Shanena Rossi a bonus for her time doing makeup and other work on the play. ***Sue motioned to pay \$500 to Shanena Rossi, Marni seconds, all in favor.*** We are tabling this for now while Marni gets in touch with Matthew about how to proceed equitably with this (Kay, Shanena, Carrie).
2. Specific projects - see flower fundraiser under events section

## D. Communications and Technology

1. Website updates and [info@harmonyark.org](mailto:info@harmonyark.org) check-in; Marni is checking emails and responding regularly.
2. E-blast—goes out tomorrow, email Suzi the link to share via text.
  - a) Flower Bouquets—to purchase on our website.
  - b) Need wide mouth vases (not mason jars?) and small ceramic pots (need a photo example?); stones, shells.
  - c) Staff Appreciation – trying to raise \$2000; 41 staff members. If everyone gives \$10 per student, we will make our goal easily. List out the plans: Monday coffee and treats; lunch on Friday from JJB, dessert from Hazel; botanicals; gift cards.
  - d) Recap on the play, money donated to Samantha.
  - e) Look forward to an in-person community get together on campus, the date is still pending but it looks like it will be happening the weekend of May 20th.
  - f) School Garden Network camp—still spots available.

- g) Link to Facebook/Instagram, ask to follow.
- 3. Facebook - streamline account so we do not have two ARK Volunteer profiles

#### E. Events

1. Spring Play 2022 Recap
  - a. Next year leveraging our 501c3 status to get donations for pizza, etc. Or shARK pays for it and parents can contribute as needed.
  - b. We need more volunteers to sign up next year. The popcorn could be done differently next year: not using packaged popcorn (too salty), the machine. We had plenty of baked goods, just needed more volunteers on the ground.
  - c. Ms. T is retiring and she is a big part of Play.
  - d. Marni is interested in spearheading the planning of the Play next year and wants to start earlier in the school year.
2. Staff Appreciation
  - a. Monday coffee from Bohemian and Wildflour goodies
  - b. Food truck and drinks on Friday
  - c. Succulent pots as gifts
  - d. Gift cards from local businesses.
  - e. Via email on 4/21/22, ***Marni motions to approve a \$2000 budget for Staff Appreciation Week; Kandi seconds the motion. All in favor, approved.***
3. Flower Bouquets - (5/6/22) for staff and to sell (generate advertising plan, ask for donations of vases, small ceramic pots, succulent babies, small decorative shells or stones - Sarah Wieland is collecting).
  - a. Succulents for staff—need stones, pots, cuttings
  - b. Start advertising on the website and e-blast. Sue and Sarah W. are coordinating on gathering cut flowers. Mother's Day Flower Bouquet Fundraiser, in vases, \$30; proceeds go to shARK and school programs. Pickup after school like the pie fundraiser, 3-4pm Friday May 6th. Team: Harmony parent florist Sarah Wieland and flower farmer Sue Davis.
  - c. Sue is setting up the back end of the store.
4. May Event - Date and Details
  - a. Matthew in support of the end of year event.
  - b. Looking at the weekend of May 20: Friday, Saturday or Sunday? TBD.
  - c. Marni will ask Matthew about a movie night. Connect with Mac Skinner about his availability—Sarah L. emailed him.
  - d. Caitlin emailed Gaia about food. Still deciding how to proceed with that, what makes the most sense.
  - e. Sue will see about having extra boxes to raffle at the event—hopefully to present to retirees at the event.

- f. Sarah is starting to think about raffle baskets—maybe 5? Two classrooms per basket?
- g. We need a subcommittee meeting in early May
- 5. 8th Grade Graduation -
  - a. Volunteers needed after school until 6 for setup; will need some parents to stay for clean up afterwards
  - b. Friday June 3rd. Open to school community, held outside.

II. Special Topics

- 1. Get new bylaws set by June annual review so we can see how we're meeting our goals—see section A above.
- 2. Honoring Retirees - Mr. Joe, Ms. Prouty and Tanya Turneure  
Sue will include 3 extra farm boxes and custom engraved (with design by Tommy Moorman) redwood slats
- 3. Reporting to School Board Meeting on 4/20/2022 - Updates for Eloisa to share?
- 4. T-shirt update

III. Other Voting/Approvals

IV. Next Meeting - set dates for May 2022 and June Annual Board Review