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shARK Meeting Minutes

DATE: Feb. 17, 2022

Location: Altamont, Occidental
Call to order: 9:03

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		resigned
Kandi Cogliandro	Director	x	
Lauren Bowne	Director	x	
Guests in attendance		Tammy Skinner	Gaia Farina

I. Approval of Minutes

Sarah moves to approve January 2022 minutes. Caitlin seconds. All in favor.

II. Updates

A. Board Administration

1. Clayfolk update - may want to start an after school mindfulness and art program. At the community center. Matthew is talking to them.
2. Occidental Community Council update
 - a. They met on Zoom last month. Next meeting is this saturday. If someone wants to go that would be great. Marni gets the meeting minutes.

- b. We should include updates in the newsletter. Our kids are participating in activities at the community center and people aren't hearing about it.
- 3. Board member resignation
 - a. Giovanna resigned from the board. She will help Kandi with book fair.
 - b. Don't feel the need to recruit new members yet. Currently have 6 board members.

B. Financials

- 1. Treasurer reports on financial updates/most recent bank statements
 - a. No report right now. Pledge reminder brought in ~ \$1500. **Interested to know what % of families have donated- in comparison to last year.**
- 2. Tax/Bookkeeping updates
 - a. Shelly (bookkeeper) is supposed to finish the updates by the end of this week.
- 3. Teacher supply check update/requirements for check signing updates
 - a. Check cleared. **Bank will cash the check with one signature. shARK requires 2 per our bylaws.**

C. Fundraising

- 1. Progress made toward annual goal
 - a. ½ way there approx \$20,000. (Including \$10k donation from the district lawyer)
- 2. Specific projects/committees -
 - a. Gaia Farina chaired the auction, forming a support committee. **Find someone to do the tech side of the online auction.**
 - b. Talking about doing it off campus– at a winery- Furthermore? May 21? Tammy Skinner is meeting tomorrow with them about hosting.
 - c. Caitlin is going to facilitate getting the auction files to Marni/Gaia.
 - d. **Online auction goes May 1-14.**
 - e. Andrew Britts (Nolan's dad) wants to donate a tree-work gift certificate to his new business. Marni will follow up with him.
 - f. Marni will send out a note to the Shark teachers list about creating class art to auction off.
- 3. We want to create a thank you card that is a picture of the kids with thank you signs. Caitlin will start the process.

D. Communications and Technology

- 1. Website updates and info@harmonyark.org check-in - Marni and Caitlin set up meeting
- 2. Teacher communications, E-blasts, etc.
 - a. Set date for next newsletter–last week of February.
 - b. Contents of newsletter:
 - i. Spring Play (date?)–middle school parents rally to make it happen, shARK hosts. Work Day offered for the whole school?
 - ii. Find someone to manage the tech side of the online auction.

- iii. Send out a notice to the school to encourage people to drum up auction items.
- iv. Highlight a parent business in the newsletter each month.
- v. March 11th- after school at the big toy.
- vi. April 1st- Parent gathering at the Union. 6pm.
- vii. Middle School Art Show at Occidental Center for the Arts (Feb-March)

c. Idea for featured parent business in shARK newsletter

E. Events

- 1. Spring Play: late April per Matthew, Kay in charge—needs help with costumes, props, sound, lights, special effects.. Will it be a fundraiser for shARK?
 - a. Parents want to get involved and give opportunities for younger grades to participate.
 - b. This year put info out and do a couple weekend work days. We need to get a system in place, stop reinventing the wheel.
- 2. Auction (May 1-14 online, in person event May 21st)
- 3. Book Faire- Kandi and Giovanna are figuring it out. Marni will email Matthew to see if we can do an in-person book fair in concert with the school play.

F. Community Building

- 1. March 11th- after school at the big toy.**
- 2. April 1st- Parent gathering at the Union**

II. Special Topics—n/a

III. Other Voting/Approvals—n/a

IV. Next Meeting—