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**shARK Meeting Minutes**

DATE: Jan 18, 2022

Location: Zoom  
Call to order: 6:20 pm  
Adjourned: 7:21 pm

MEETING TYPE:	Regular X	Special
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Roll Call:

NAME	ROLE	PRESENT	ABSENT
Marni Davis	President	x	
Caitlin O'Neill	Secretary	x	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>			

I. Approval of [Minutes](#)

Kandi made motion to approve, Lauren seconds, all in favor, yes

II. Updates

A. Board Administration

1. Marni got in touch with Fawn. She's gonna send minutes to ark and matthew to keep us in the loop. Marni let her know we're interested in coming to the meetings and she is supportive of that.

2. Marni connected Matthew with Clay Folk. Matthew seems excited but expresses being overwhelmed at the moment. We should follow back up in a couple months.
- B. Financials
1. [Treasurer reports](#) on financial updates/most recent bank statements
    - a) We received a \$10K donation 12/31/21 from Paul Boylan!!
  2. Tax/Bookkeeping updates
    - a) Shelly says she can finish books by the end of the month. But her mom is ill so we're not sure if that;s realistic. Marni will follow up with her.
  3. Marni will follow up with Stacy and Matthew about the Teacher Supply check
- C. Fundraising
1. Progress made toward annual goal
    - a) ~\$18K
    - b) Caitlin will send out another Family Pledge blurb to Suzi to share with the school.
  2. Specific projects/committees
    - a) Auction- Goal \$25K. We will outreach to find co-chairs and create a committee.
  3. shARK Shirt Order
    - a) We have 2 recent online orders plus the order forms Sarah has that didn't get printed last time.
    - b) Caitlin will send Suzi shARK shirt order link to share with families
    - c) New deadline is Jan 31st.
- D. Communications and Technology
1. Website updates and [info@harmonyark.org](mailto:info@harmonyark.org) check-in –Caitlin, Sue
    - a. Marni will check info@ email regularly.
  2. Teacher communications, E-blasts, etc. –Caitlin, Marni
    - a. Marni will reach out to the classroom teacher first about a class gift for the auction. Then, reach out to the Art Teacher about making something for the auction
  3. Work closer with the school about promoting the online auction and other fundraising efforts, ie pledge, etc.
  4. E-blast: Caitlin will send Jan newsletter about SHAPED, T-shirts, Acknowledge teacher supply donation
  - 5.
- E. Events
4. Spring Play (early March) (co-hosting) –Sue, Caitlin
    - a) Sarah will reach out Matthew about working with Ark to support the play
  5. Auction (in person) May (start planning at least 3 months in advance)
    - a) **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.
    - b) This event needs a Chair. No one on the board wants to lead this. Marni wants to be involved but not take the lead. Once chair is in

place, next step is to create subcommittee, solicit donations, upload to site, send thank you notes

- c) Sue will draft a 'job description' (Co-Chairs) and share it with Kandi & Marni by Jan 25th.
- d) Caitlin can send a newsletter to recruit a chairperson, as well as send an ask to the school.

6. Book Faire

- a.) Giovana agreed to chair this but we haven't got an update. Kandi will reach out to Giovana.

F. Community Building

II. Special Topics

- A. Funds to classrooms—Caitlin will acknowledge in newsletter
- B. Teacher wish lists on the website—Marni will add this to her next blurb

III. Other Voting/Approvals

IV. Next Meeting

- A. **Tues Feb, 15 2022 at 8:45**