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shARK Meeting Minutes

DATE: November 16, 2021

Location: Howard's Station Cafe, Occidental
Call to order: 8:45

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	x	
Kandi Cogliandro	Director	x	
Lauren Bowne	Director	x	
Guests in attendance	Jacqueline Gleason		

I. Approval of minutes from 11/02/21 Meeting:
Sue motions to approve, Kandi seconds. All in favor.

II. Updates

- A. Board Administration (30 minutes)
 - 1. Review of first draft of new bylaws.

Lauren has been working to update the bylaws and presented a draft. The Bylaws will have to be submitted to the Secretary of State--we are aiming to be as generic and basic as possible. The Article on Officers--we can create a separate (official) document that outlines officer procedures/responsibilities in more detail. We can also outline the way we communicate and interact with the school district--do we create a new position "Board to District Liaison"--Jacqueline is interested. Process question: can the board respond to a report from shARK? Or is it public comment? Taxes will be filed before we submit new Bylaws to the Secretary of State, due to the fact that we expect to change our name.

2. Discussion of Slack account - should we begin using this platform? We have an account. An alternative to email/WhatsApp. Sue or Lauren will share the link to everyone at the meeting, so we can check out the App and get acquainted. We will check in at the December meeting about this platform, and start using in January 2022.
3. Set a calendar for the first few meetings of 2022 - business meetings and social meetings (move to December agenda if time is limited). We will do this in December. Marni will email Matthew about any upcoming in-person school events. Friday December 10 as a Community Holiday Cheer gathering in town.

B. Financials (20 minutes)

1. Vote on: **Sue motions, Giovanna approves, all in favor.**
 - Stacy Kalember no longer controller
 - Add Marni Davis as new controller
 - Remove old check signers (Alissa Bushnell, Lily Borgeson)
 - Add all current check signers (Lauren Bowne, Kandi Cogliandro, Caitlin O'Neill, Marni Davis, Sarah Laird, Giovanna Zarba).
2. Accounting/Taxes and Treasurer Updates
 - Sue gives us an update from Shelley. 2017 and 2018 are caught up. Working on 2019 now. Getting up to date.
3. Teacher supply wish lists--We need reimbursement forms--Sue will look into that. We can budget \$5000 for this school year. Marni will reach out to Matthew and find out how the school Admin would like us to approach this. **Kandi motions to approve a \$5000 budget for teacher supplies this school year, Lauren seconds the motion. All in favor.**

C. Fundraising (10 minutes)

1. Friday, November 19th Pie Day: plans for the day of, reminders that need to be sent beforehand.
 - Holiday Pie Pickup Today 3:00-4:00--Jacqueline will make a poster. Sarah will email Matthew to confirm location, parking, mingling. She will bring the Altamont Gift Card for the drawing. Sue will bring the card reader, list of pie people and determine the winner of the drawing. Caitlin and Lauren will make a paper invitation to hand out for the December gathering (we need a date).
 - Send schoolwide text with pie pickup. Marni will talk to Suzi about sending that out ASAP, as well as on Friday.

D. Communications and Website (20 minutes)

1. Monthly blasts can be sent by Caitlin O'Neill now that she is trained to use the website. ---Shirt Order, Pie wrapup, Holiday Gathering
2. Marni will schedule a meeting with Caitlin to learn to use the website.
3. Updates for school admin: share our new board email address, ask Suzi to post December meeting time on the school calendar.
4. January meeting should be in the evening on Zoom.

E. Events (10 minutes)

1. Warm Coat drive in collaboration with Occidental Community Council - December 11 holiday event. We will promote it and oversee/market it. Marni will talk to Carrie Calloiette about heading this up, and connecting with school Admin, and coordinating with Occidental Community Council. Ask Matthew if he is planning to do a Toy Drive again this year--such a great idea.

F. Community Building

1. Maybe the December meeting can be more fun than business?
2. Itamar is here. Moved here in July, daughter in 1st grade. He is Youth Coordinator for Wilderness Torah, and also worked for Outward Bound.