

## PTA Board Meeting MINUTES

September 13, 2022 at 6:30pm

Location: Oom Marquardt's home and Zoom

Meeting called to order: 6:35pm

- **Welcome & Introductions**

*Attendance (in person and on Zoom): Oom Marquardt, Kelley Albrecht, Elle Thalheimer, Steve Lanning, Adam Briggs, Haruka Takanuma, Naomi Molstrom, David Perry, Marisa Thyken, Brittany Peake, Morgan Pace Bolton, Becca Yukie Bean, Karen Dutton, Liv Brumfield, Sadie Voeks*

- **Approve Last Meeting's [Minutes](#)**

- **Motion to approve:** Adam Briggs
- **Second:** Marisa Thyken
- Minutes approved with no changes.

- **Financial Report**

- Treasurer is currently closing books on last year. Steve L is working with Katie (outgoing treasurer) to understand how last year's report will inform this year's budget. New budget will need to be approved during upcoming 9/20 General Meeting. Steve L will put together budget and bring to Board for feedback.
- New Executive Board has received access to bank accounts.

- **Committee Check-Ins**

- Advocacy
  - No update at this time.
- Classroom Support
  - 35 parents have signed up to be class reps in various classrooms; at least one parent in all but 3 classrooms. Targeting select classrooms to ensure they have representation. First orientation meeting on Thursday morning.
- Cultural Committee
  - Upcoming event Japanese Tea Time, 9/20 at 8:15 at basketball court. Committee intends to coordinate more similar events throughout the year. Discussion of starting Richmond newsletter in Japanese - a summary of the Bulldog Bulletin.
  - Kelley A will put together a survey of common questions, etc in Japanese to help share information about school.
- Emergency Preparedness
  - This committee is currently without leadership.
- Equity Committee
  - No update at this time.
- Membership
  - New 2022-2023 Free Membership form is live: <https://bit.ly/3QHiHWq>. Will distribute on Facebook, Konstella, flyers at events, via email to

2021-22 PTA membership, QR code created for easy sign-up. Deadline is in November.

- Discussion of starting slack or discord for PTA and its members. Board will work through opportunities with Konstella, declines to pursue slack or discord at this time.
  - Pandemic Support
    - There is not much pandemic related support needed at this time, with very few limits/restrictions from PPS. No committee meeting has been held yet and may not be needed. Committee will monitor over next few weeks; perhaps Pandemic Support Committee should be paused or merged with Emergency Preparedness.
    - This committee will manage lunchtime volunteer sign-ups also.
  - Rich Coffee/Muddy Hill
    - Rich Coffee is operating outside the building and will be open M/W/F from 8-8:30am. They are also continuing pre-paid coffee deliveries to teachers and staff. Two new, larger coffee makers were purchased to make RC more manageable. More volunteers are needed.
    - Muddy Hill Project - Update coming soon on planning/permitting process and construction timeline.
  - Special Events
    - Fall Harvest Festival is currently scheduled for 10/22, committee is preparing for this, call for volunteers. Date will be changed to 10/30 so Sadie can be there.
    - OBOB (Oregon Battle of the Books). Registration for OBOB will begin in early-mid October, with more information coming out to families in the upcoming weeks. Questions? Reach out to the OBOB Coordinating Committee at richmondobob@gmail.com or brita@pooleweb.com.
  - Super Green Team
    - 9/18 Breakfast in the Garden.
- **Upcoming Events**
    - Breakfast in the Garden (Sep 18)
    - PTA General Meeting (Sep 20)
    - Richmond Japanese Tea Time (Sep 20)
    - Apple and Pear Sale (Starting Sep 21, Pick-Up Oct 21)
      - This date may be pushed later. Volunteers needed.
    - International Walk and Bike Day (Oct 12)
      - Ellee T will take the lead on this event.
    - Breakfast in the Garden (Oct 15)
    - Harvest Festival (Oct 22)
  - **New Business**
    - Science Fair Volunteers (event would be in the spring).
      - 3 lead volunteers are needed to make this happen: judges, communication, logistics. Will put call out via Konstella, Facebook.
    - Unused Read for Richmond funds.
      - Need to confirm location of funds and criteria for money donated.

- Add pop-up tents for events to the budget
  - 4-6 high quality tents would be helpful. Marisa T will research options, Steve L will assess available funding. Initial decision made to purchase 1-2 tents for immediate use.
- Bulldog Gear Update
  - Small amount of leftover gear available. Steve L will inventory gear so it could be sold at Harvest Festival. Kelley A will research official Richmond *happi* and report back.
- Scholastic Book Fair (first one is in December)
  - Joan is taking the lead. Event logistics have been drawn up and will be presented to principal.
- T-shirt sales
  - Parents are interested in donating new t-shirts. Donation could be associated with a specific event or organization, such as Rich Coffee. Haruka T will inquire with family.
- Discussion on future board meeting format
  - Next meeting will be in person with Zoom option.

**Meeting adjourned: 8:40pm**

Action items:

- **See any comments on specific items above**