

John Green PFC Meeting Minutes

July 16, 2014

PFC President: Nicole Clark
Secretary: Carmen Phan
Treasurer: Kristen Heiden & Ellie Harrison
Director of Volunteers: Danielle Cooper
Director of Communications: Angel Chou
Co-Directors of Programs: Carolyn Caballero & Jyotsna Krishnamoorthi
Co-Fundraising Vice-Presidents: Kimberly Mehr & Jameel Batshon
Attendees: Nicole Clark, Kristen Heiden, Danielle Cooper, Carmen Phan, Joe Romagna, Brianne Estep, Carolyn Caballero (Phone)

I. Call to order

Nicole Clark called to order the regular meeting of the John Green PFC at 9:30am on July 16, 2014 at Peet's Coffee, Dublin.

II. Approval of minutes from June meeting

Nicole Clark emailed to the broad June's meeting Minutes for Approval.

III. Open issues: 2014/2015 School Registration- 19th & 21st of August

a) BYOG Items

Nicole and Kimberly got together to select BYOG items. BYOG items increases donations for registration.

We had discussed solutions to increase donations at registration since donations at registration have significantly decreased for the past 2 years (from \$44K to \$37K).

We will implement tiered donations with the basic \$100 donations will come with a calendar that includes all the important school dates and released times. There are currently 5 businesses signed up for the calendar. Danielle will

provide Nicole a list of vendors from last year's Halloween Harvest event that maybe interested in contributing to the calendar.

Tiered Donations:

\$100 – Calendar

\$101-\$250 – Calendar and Spirit Wear

\$251 + Year Book, Spirit Wear and Calendar

Tami took inventory of all spirit wear in stock last week and will get with Nicole for report.

Also, for all \$251+ donations, we will have a wall recognition wall by the school office for all the donors.

b) Update from Treasurers

Vijji is still finalizing financials and closing out the books for the year. Kirsten is still waiting report from Vijji

c) K + DK email lists- Nicole will be entering all new incoming parents emails to contact list.

d) Food Truck- Danielle Cooper

Danielle will arrange with the food truck vendors for the first day of registration and will keep Nicole posted. Food Truck to be there from 11am to 5pm.

e) Online registration- Carolyn

The Board discussed changes the question format for the events listed on the questionnaire for registration as it is unclear for parents that are interested in volunteering for the events. Carolyn is going to review the questions format.

f) BBC- Carolyn

Per Carolyn, there is only 1 person interested to head up BBC, 2 additional people is needed to organize this monthly event. Board agree that we do not want to budget for BBC if there are not sufficient people to sign up at registration nor people to lead up the activity. Carolyn will provide update.

g) Action Items for registration:

Update registration forms to be ready by 8/15. Nicole will be picking up final fliers by 8/15 ready for registration. Forms will be used as a check off tools at registration.

Flyers for BBC- need to be ready by 8/4

Link for PFC registration to be completed by 8/4. Nicole to email Lynne to send a broadcast email for PFC registration link

Danielle will set up sign up genius for registration volunteers

Kristen to find pie chart or numbers to Nicole to create a Pie Chart Poster to show where PFC funds goes during registration.

Joe to confirm computers available for registration: 15 chrome books and 15 computers as back up and swap if needed. Joe will get with Dave to check on computer availability and Joe will also reach out to Garrett for 4 iPads to be used at registration to collect donations by August 4th.

Kimberly and Jameel to work on donation matching from Corporations, to include signs at registration. Follow up item for Kimberly and Jameel on Amazon, Target, eScript and Boxtop Donations.

There will be at least 1 board member on duty at all time during registration.

IV. Adjournment

Nicole Clark adjourned the meeting at 11:53am.

Minutes submitted by: Carmen Phan

Next Meeting will be on the August 18th at 6pm at School Library.