

KCO Meeting Minutes

Date: September 14, 2017

Meeting Start Time: 6:00 p.m.

Meeting Adjourned: 7:40 p.m.

Location: Khalsa Montessori School – Middle School

Attendees

Khalsa Director/Meeting Facilitator: Nirvair Khalsa

Parent/Teacher Attendees: Ingrid Bregand, Jennifer Catalano, Matt Dunkel, Abby Green, Rachelle Gupta, Tamie Harrison, Jane Hilyard, Sadhu Khalsa, Robin Kropp, Audrey Leavitt, James McGinnis, Molly McKnight, Tamara Ponchahar, Fred Sandlin, Angie Stingelin, and Audrie Terre

1 Welcome

Prior to the meeting start, Nirvair asked Audrie Terre to run the meeting until the new KCO Board was elected. Audrie agreed. When several people arrived, Audrie started the meeting and welcomed the group, asking each attendee to state their name and tell a little about their kids' as well as their level of previous involvement with the KCO. Audrie briefly described the proposed agenda, there was general agreement, and the meeting proceeded.

2 Election Discussion and Board Elections

Audrie Terre briefly described the KCO Officer election process as detailed in the Bylaws. She proposed a waiving of the one-month notice of elections as this notice was given in the spring of the 2016–2017 school year and no officer candidates came forward. Rachelle seconded, and all present voted in favor.

Audrie Terre nominated James McGinnis for Chair, Jane Hilyard for Vice Chair, and Audrey Leavitt for Treasurer. Jane Hilyard nominated Audrie Terre for Secretary. Rachelle self-nominated for Chair, and after some discussion, Rachelle was put forward as Chair, and James McGinnis stated he'd like to be Co-Vice Chair with Jane. Audrie asked if anyone would like a blind vote. Nobody did. An open vote was held and all candidates were elected to the offices for which they were nominated. The 2017–2018 KCO Board is:

- Chair: Rachelle Gupta
- Co-Vice Chairs: Jane Hilyard and James McGinnis
- Secretary: Audrie Terre
- Treasurer: Audrey Leavitt

3 Committees and Committee Chair Appointments

There was much discussion about the new committees formed at the 31 August KCO welcome meeting. The committees were broken into the following:

- Communication
- Community Building
- Events, which the group agreed could either be categorized under Community Building and/or Fund Raising
- Fund Raising
- KCO Board/Business/Governing Body

Audrie Terre offered to take the people who signed up for committees on Parent Night and make those committees subcommittees.

Several side topics were raised. Those assembled discussed budgeting for specific goals (i.e., earmarking funds), which has been done in previous years, often very successfully.

There was some discussion of Student Enrichment events, like Live Theater Workshop, the end-of-year Pool Party at the JCC, and the Original Works fundraiser. In addition, there was discussion of Staff Appreciation and the Fall Carnival.

Several new attendees had great fundraising ideas, some of which have been tried before, and some of which have not. Fred Sandlin mentioned a Rotary Club fundraiser for which the KCO could receive \$2 for every \$5 spent on a raffle ticket for a vehicle.

Several KCO members let them know about the Jim Click Raffle. For the last couple of years, the 6th Graders have sold the tickets with \$10 of each \$25 ticket going toward the 6th-grade end-of-year trip and \$15 going to the KCO to allocate as voted on during allocation meetings.

Nirvair said that she had a binder of many of the processes and specifics of past KCO events. Newly elected co-Vice Chair, James McGinnis, offered to digitize the binder for the Communication Committee to distribute as they deem fit.

Jennifer Catalano offered to chair the Staff Appreciation Committee. That will need to be reconciled at the first Staff Appreciation Committee meeting as someone has already signed up on Parent Night. (It may be best just to put Jennifer and Heather Strickland, who signed up on Parent Night, in touch.)

Rachelle, the new KCO Chair, mentioned a fundraising idea for selling T-shirts with student art on them. Nirvair noted that it was a good idea, and several attendees mentioned that we'd done this before. Nirvair said it was always successful, but there is always a balance between getting cheap T-shirts and making a larger profit because we can sell them for less and getting T-shirts from a more sustainable source.

Tamara Ponchahar volunteered to chair the Carnival Committee.

- The Khalsa Carnival will be held on Sunday, 22 October, 1:30 p.m.–4:00 p.m. and is one of the largest undertakings of the year.
- The KCO needs to provide Tamara with as much support as we can.
- Jennifer Catalano had the good idea to assign different booths/activities by classroom, and have the room parents coordinate the classroom volunteers. Audrie Terre mentioned that the KCO had tried that approach at least a couple of times before, but it often caused some consternation for parents who were not adept at tie dye or face painting and other such activities (and who didn't want to volunteer again). However, there may be a better way to approach this concept and still pass the coordination to room parents.

The next school event is the International Day of Peace. Matt Dunkel proposed that as many KCO Board members who can make a point to attend the celebration in order to introduce themselves to the other parents. Rachelle, Jane, and Audrey all agreed to attend. James and Audrie cannot attend due to work obligations. Rachelle plans to speak before the event begins.

4 2017–2018 Calendar of Events

Upon agreement of all present, the following events are set for the 2017–2018 school year:

- Next KCO Meeting: Thursday, 5 October 2017, 6:00 p.m. – 7:30 p.m.
- Carnival: Sunday, 22 October 2017, 1:30 p.m. – 4:00 p.m.

5 Actions

#	Description	Assigned to	Assigned	Due
1	Consolidate committees formed on Parent Night and place them into broader committees formed at the first KCO General Meeting held on Thursday, 31 August 2017 Distribute to attendees of the first and second KCO meetings for comment Notify members of the committees and ask them to assign a chair to the larger committees in order to report status at general KCO meetings	Audrie Terre	09/14/17	09/17/17
2	Attend International Day of Peace event to introduce the KCO officers who are able to attend and to be available to talk about the KCO and volunteering opportunities and other involvement	Rachelle Gupta, Jane Hilyard, Audrey Leavitt	09/14/17	09/18/17
3	Digitize all information in KCO binder provided by Nirvair Khalsa and distribute to committees	James McGinnis Communication Committee	09/14/17	10/05/17
4	Set KCO Events Calendar for 2017–2018 school year at next general meeting	KCO Board	09/14/17	10/05/17
5	Set KCO goals for the 2017–2018 school year	KCO Board at a minimum	09/14/17	10/05/17
6	Meet to discuss Treasurer duties and get any last required information from 2016–2017 KCO Treasurer, Suzette Chavez	Suzette Chavez, Tamie Harrison, Nirvair Khalsa, Audrey Leavitt	09/14/17	10/05/17
7	Establish the KCO budget for the 2017–2018 school year	Rachelle Gupta, Audrey Leavitt, at a minimum	09/14/17	10/05/17
8	Provide KCO example flyers, budget spreadsheets, calendars, etc. to KCO Board	Audrie Terre	09/14/17	09/16/17
9	Have a conversation about room parents, roles, and responsibilities at next meeting	All attending the next meeting	09/14/17	10/05/17
10	Have all of Pizza Day run by one committee chair who can organize committee members to distribute pizza	Tamie Harrison	09/14/17	Throughout the school year
11	Pass on institutional knowledge to new KCO members	Jane Hilyard, Audrie Terre	09/14/17	Upon request