

## KCO Meeting Minutes

**Date:** November 9, 2017

**Meeting Start Time:** 6:10 p.m.

**Meeting Adjourned:** 7:40 p.m.

**Location:** Khalsa Middle School

### Attendees

**Khalsa Director/Meeting Facilitator:** Nirvair Khalsa

**KCO Board:** Rachelle Gupta (Chair), Jane Hilyard (Vice Chair), Audrie Terre (Secretary), and James McGinnis (Treasurer)

**Parent/Teacher Attendees:** Ingrid Bregand, Matthew Dunkel, Orsi Lazar, and Sarah Worthington

While waiting for others to arrive, several attendees, including Nirvair, Rachelle, Audrie, Orsi, and Jane discussed allocations and other topics.

### 1 Treasurer Confirmation Vote

Rachelle Gupta explained that Audrey Leavitt resigned from the KCO Treasurer position on Friday, October 6. After Audrey Leavitt resigned, and after James McGinnis agreed, the Board appointed him interim Treasurer in an emergency Board meeting on October 13.

At the general meeting on November 9, Audrie Terre nominated James McGinnis for Treasurer, and Jane Hilyard seconded. All voted aye and James McGinnis is now the KCO Treasurer for the 2017–2018 school year.

### 2 Treasurer/Funds Report

James McGinnis provided a report on the current state of the finances. The table on the following page shows the funds raised and spent on the KCO Carnival, the Jim Click Raffle to this point, a donation from Roadrunner Auto Glass, and the expenses for maintaining the KCO's Tucson Federal Credit Union (TFCU) checking and savings accounts.

Notes:

1. Original Works totals are not yet known and are not included in the table.
2. Of the \$22,223.66 in the TFCU Checking account, all money is earmarked for teacher gifts, Pizza Day payments, and other anticipated costs, except \$5,856.70, which will be allocated at the next general KCO meeting on 7 December 2017.
3. The \$13,919.41 in the TFCU Savings account is earmarked for a shade structure over the Space Net on the Khalsa playground.

Balance as of:	Monday, November 13, 2017		
	Credits	Debits	Net
<b>Opening Cash Balance</b>	\$ 2,069.84		\$ 2,069.84
<b>Tucson Federal Credit Union</b>			
Monthly Fee		\$ 7.00	\$ (7.00)
Dividend	\$ 0.42		\$ 0.42
Payment for Checks		\$ 14.22	\$ (14.22)
<b>Tucson Federal Credit Union Total</b>	\$ 0.42	\$ 21.22	\$ (20.80)
<b>Camping</b>			
Event Admission	\$ 645.00		\$ 645.00
KCO Payment		\$ 543.00	\$ (543.00)
<b>Camping Total</b>	\$ 645.00	\$ 543.00	\$ 102.00
<b>Carnival</b>			
Event Admission	\$ 3,137.00		\$ 3,137.00
Donation	\$ 1,245.00		\$ 1,245.00
Cashbox withdrawl		\$ 600.00	\$ (600.00)
Cashbox deposit	\$ 600.00		\$ 600.00
KCO Payment		\$ 1,966.34	\$ (1,966.34)
<b>Carnival Total</b>	\$ 4,982.00	\$ 2,566.34	\$ 2,415.66
<b>Jim Click Raffle</b>			
Jim Click Raffle Tickets	\$ 1,265.00		\$ 1,265.00
<b>Jim Click Raffle Total</b>	\$ 1,265.00		\$ 1,265.00
<b>Roadrunner Auto Glass</b>			
Donation	\$ 25.00		\$ 25.00
<b>Roadrunner Auto Glass Total</b>	\$ 25.00		\$ 25.00
<b>Grand Total</b>	\$ 8,987.26	\$ 3,130.56	\$ 5,856.70

Account Balances	
Checking	\$ 22,223.66
Savings	\$ 13,919.41
<b>Grand Total</b>	<b>\$ 36,143.07</b>

**Current KCO available balance: \$ 5,856.70**

### 3 Allocation Discussion

Audrie Terre described the general allocation process. Jane Hilyard explained the latest changes in more recent KCO Boards. Rachelle created an electronic fillable form based on the paper form used in previous years. Nirvair discussed the allocation process from the school's perspective and also said there were at least three, if not more, teachers who wanted to attend their annual conference. Audrie mentioned that in previous years, people donated airline miles and hotel points along with the KCO providing funds for teachers to attend the conference.

At Nirvair's suggestion, Audrie agreed to send the Allocation Form link to Siri Atma to include in the Monday Memo sent out to teachers each week.

## 4 Committee Reports

Audrie asked that committee members provide KCO News announcements by 6:00 p.m. on Tuesdays to ensure timely release via the Wednesday listserv announcement. Audrie also asked that they copy Sadhu Kaur so that she can post the announcements and flyers to the *Parents of Khalsa Montessori School–Tucson* Facebook page.

### 4.1 Community Building

Ingrid Bregand presented a summary of community-building meetings and upcoming events. The committee has met once. They are aiming for one Khalsa-specific event per month, and plan to announce gathering spots for Tucson Community events (i.e., Tucson Village Farm, Cycloviva) both via Facebook and the weekly KCO News listserv announcement. They'd like to have more service-oriented events, such as an MLK Service Day in January at Tucson Village Farm. Amy Cormode also spoke with Felicia's Farm about planning a service event.

Some upcoming events include:

- MLK Service Day at Tucson Village Farm on January 15, 2018
- Khalsa Potluck at Rio Vista on January 27, 2018
- For the Love of Play (for kids and parents) at Playformance February 16, 3-5 p.m.  
\$20/person

The KCO Board would like to have visibility into community-building events. Ingrid and others agreed that once-per-month general meetings didn't provide a rapid enough turnaround time to communicate events. Rachelle offered to create an approval form, but Ingrid and others expressed concern that seeking approval was too formal for casual social events. Nirvair suggested maybe calling it an event communication form. The main purpose is to ensure the Board knows when events are coming and can convey to the committees if something is already planned that would detract from attendance for either of two conflicting events. For events at the school, Nirvair's only requirement is that the committee communicates/coordinates with her well in advance anytime they want to use the campus.

### 4.2 Communications

There was no one to report directly on the Communications Committee/Task Force.

### 4.3 Fundraising

Orsi reported on the progress toward organizing the Yard Sale, which will be held Saturday, December 2, 7 a.m. – noon (time has changed to 7:30 a.m. – 12:30 p.m., as of this writing). She has prepared a flyer and announcement for Facebook and the KCO News listserv announcement. She plans to advertise on Craig's list in the weeks leading up to the sale.

The goal is to get high-value, good donations and sell them all. The Yard Sale will also have a large book sale component. And, as was the case last year, people will be able to rent a table to sell their own crafts (and keep their own profits).

All leftover donations will be donated to the Humane Society, which is open until 6:00 p.m. on Saturdays. Nirvair was concerned about storage of donations. Some suggested renting a pod or trying to get one as a donation.

To draw people in, to contribute to the community atmosphere of the event, and to help keep folks browsing, the Girl Scouts will sell coffee and muffins in the morning and popcorn and

lemonade later in the day. And a suggestion was made to remind people of the Chipotle fundraiser on Tuesday, December 5.

Matt Dunkel reported on his coordination of a Chipotle fundraiser at the Grant and Swan location on December 5, 2017, 3:00–9:00 p.m.

Sarah Worthington asked which dates would be best for the Scholastic Book Fair. It was originally booked for 9–12 January 2018. Lee in the Khalsa Office said she preferred the week of 22 January. However, ultimately, it was resolved that the 16–19 January was the best week, if it can be arranged with the administration.

Nirvair briefly discussed a potential Skate Country fundraiser.

Nirvair also discussed updating the Khalsa website and adding a parent portal, but it is a long process, and it is still in work.

Audrie also mentioned that we should be careful of fundraising fatigue.

## **5 Community Events/Calendar**

The following upcoming events are set or tentatively set for the 2017–2018 school year:

- Allocation Requests Due: Friday, 1 December 2017, 3:00 p.m.
- Yard Sale: Saturday, 2 December 2017, 7:00 a.m. – Noon
- Chipotle Fundraiser: Tuesday, 5 December 2017, 3:00 p.m. – 9:00 p.m.
- KCO Meeting: Thursday, 7 December 2017, 6:00 p.m. – 7:30 p.m.
- MLK Service Day  
Tucson Village Farm: Monday, 15 January 2018
- Scholastic Book Fair: Tuesday–Friday, 22–26 January 2018
- Potluck at Rio Vista: Saturday, January 27, 2018
- For the Love of Play: Friday, February 16, 2018 3:00 p.m. – 5:00 p.m.
- Arts Night/Auction: Tentatively Thursday, 19 April 2018
- Camping: Tentatively Friday–Sunday, 4–6 May 2018