

## KCO General Meeting Minutes

**Date:** March 21, 2019

**Meeting Start Time:** 6:00 p.m.

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

**Location:** Khalsa Front Office

### Attendees

Ingrid Bregand (KCO Co-Chair), Matt Dunkel (KCO Co-Chair), Sarah Wasserman (Vice Chair, Buttercup Class Teacher), James McGinnis (Treasurer), Audrie Terre (KCO Secretary), Sarah Worthington (Scholastic Book Fair), Emily Mortara (Manzanita Class Teacher) and Aspen Lind (Mesquite Class Teacher)

### Actions

1. **IN PROGRESS:** James is coordinating with Anne Huth and will write a \$200 check for SARSEF registration.
2. **IN PROGRESS:** James will complete payment to the school for Jim Click Raffle \$2,200 for 6<sup>th</sup> grade ticket sales.
3. **COMPLETE:** Audrie will collate survey results and send to KCO Executive Board members.
4. **COMPLETE:** Audrie will send out a request for next year's design in the listserv announcements, and Abby will send out the announcement in the upcoming newsletter.
5. **COMPLETE:** Audrie will announce Officer nominations in the listserv.

### Suggestions Made on Note Cards

Can parents make KCO allocation requests, i.e., for composting program at school?

#### 1 Welcome & Meeting Process Description

Ingrid welcomed everyone and explained the process, and we all introduced ourselves.

#### 2 Vote to Approve Minutes

All agreed there was no need to read the full *Minutes*, but Audrie summarized the Arts Night notes for Emily. Audrie put forward to approve the *Minutes* as written, Ingrid seconded, and all present voted unanimously to approve the *February Meeting Minutes* for the record.

#### 3 Treasurer Report

James provided an overview of the current state of the bank account. James explained that he had overestimated the amount we needed to hold back for Pizza Day invoices. We actually have more than \$24,000 in the checking account. We have about \$9,000 for allocations. The Book Fair made ~\$1,000 profit, if we take it in cash. We also received \$58.08 from Amazon, but we need to create an administrative account. James will do so using the KCO Treasurer gmail account. A complete accounting of the KCO funds is as follows.

Event Revenue			KCO Checking Account Balance	
	Net	Percent of Net	Account Balance	\$ 24,473.32
Amazon Smile	\$ 19.82	0.2%	Minus Spring Teacher Gifts	\$ 6,735
Spirit Night	\$ 179.79	1.8%	Minus Account Retainer	\$ 2,000
Khalsa T-Shirts	\$ 2,800.34	27.6%	Minus Jim Click 6th Grade	\$ 2,200
Camping Fall 18-19	\$ 183.00	1.8%	Minus Spring Pizza Retainer	\$ 3,769
18/19 Jim Click Raffle	\$ 3,517.64	34.7%	<b>Available Balance</b>	<b>\$ 9,770</b>
18/19 Carnival	\$ 832.98	8.2%	<b>Account Balances</b>	
Family Photos	\$ 580.00	5.7%	Checking	\$ 26,229.76
18/19 Yard Sale	\$ 775.00	7.6%	Savings	\$ 16,057.18
Dance Party	\$ 1,257.00	12.4%	<b>Grand Total</b>	<b>\$ 42,286.94</b>
<b>Grand Total</b>	<b>\$ 10,145.57</b>	<b>100.0%</b>		

#### 4 Committee/Project Reports

##### 4.1 Scholastic Book Fair—Sarah Worthington ([sarahworthington@hotmail.com](mailto:sarahworthington@hotmail.com))

We voted on book credit versus cash for the Book Fair proceeds. After a discussion that concluded we should only take the book credit every few years, all present voted unanimously to take the ~\$1,000 in cash in profit from the January 2019 Scholastic Book Fair.

##### 4.2 Arts Night

Abby recently asked Emily for a blurb on Arts Night for the monthly KCO newsletter. Emily asked for help composing and coming up with language for the school donating \$5,000 with it being presented as a matching fun if classes meet their fundraising goals. The Arts Night Committee is considering a Khalsa Makers Market, where the artist/maker donates a piece and provides the suggested retail price. We've come up with several names for Arts Night, including Arts in the Park.

**The most recent committee meeting was held on Thursday, March 28, at 3:30 p.m. at the elementary lunch tables.**

##### 4.3 T-Shirts—Abby Green ([abigailmegreen@gmail.com](mailto:abigailmegreen@gmail.com))

**Action:** Audrie will send out a request for next year's design in the listserv announcements, and Abby will send out the announcement in the upcoming newsletter.

##### 4.4 Teacher Endowment Fund—Ingrid Bregand ([ingrid@sensensoma.com](mailto:ingrid@sensensoma.com))

The KCO Board provided Khalsa staff with the opportunity to give us feedback through a survey, which was distributed with bagels and coffee/tea on Friday, March 15<sup>th</sup>. Surveys were due to the KCO by Friday, March 22, at 3:30 p.m. Results will be collated and discussed at a future KCO Board meeting and a subsequent Endowment Fund Committee meeting.

##### 4.5 Shade

No status to report.

##### 4.6 Pool Party—Audrie Terre ([audrie@terrefam.com](mailto:audrie@terrefam.com))

The end-of-year pool party will be held on the last day of school, May 24<sup>th</sup>, beginning at 11:30. James had originally signed up as committee chair, but he will likely be out of town. Audrie volunteered to check with the TRC for that date.

## 5 KCO Officer Nominations/Elections (April Meeting)

**Action:** Audrie will announce Officer nominations in the listserv

- James will mentor someone (perhaps have KCO buy new accounting software, if needed).
- Audrie hopes mentor someone.
- Sarah is stepping down next year.

## 6 Allocations

Lots of allocation ideas:

- Remind staff of allocations regularly.
- Address staff during setup week—maybe during the staff welcome lunch.
- Have an open-access Google Form to submit throughout the school year. Time-sensitive requests would be voted on at the next KCO General Meeting (and must arrive 1 week before the meeting).
- Add a third permanent allocation meeting (have one early in the year, perhaps September; hold the next one in December or January; then hold the end-of-year meeting for the next year's retainers/early allocations in May)
- How can the KCO ensure staff knows what they are allowed to ask for? Is there a list of appropriate items included in the form? (YES) Staff needs regular reminders.

## 7 Miscellaneous

- Maybe there should be KCO report provided at the all-staff meeting once a month.
- Newsletter: Teacher-centric, Emily blurb on Arts Night, Sarah answering questions on Teacher's Corner, Charlotte writing on the teacher training she attended, T-shirt design for next year, dining for dollar\$ pictures and blurb

## 8 Calendar of Upcoming Events

KCOffee Break	Tuesday, April 16, 8:30 a.m., in the Butterfly Garden
KCO Board Meeting	Saturday, March 30, 9:00 a.m., Savaya Coffee
KCO Nomination Meeting	Thursday, April 18, 6:00–7:30 p.m., in the Middle School
KCO Camping Trip	Friday–Sunday, May 3-5, Showers Point Site (Mt. Lemmon)
Arts Night:	Friday, May 10, 5:00–7:00 p.m.
KCO Allocation/Election Mtg:	Thursday, May 16, 6:00–7:30 p.m., in the Middle School
KCOffee Break:	Tuesday, May 21, 8:30 a.m., in the Butterfly Garden
Khalsa Pool Party:	Friday, May 24, 11:30 a.m.–3:00 p.m., Tucson Racquet Club