

KCO 2019–2020 Planning Workshop Minutes

Date: Sunday, June 2, 2019
Meeting Start: 1:10 p.m.
Adjourned: 5:05 p.m.
Location: Jewish Community Center, Board Room

Attendees

2019–2020 KCO Co-Chairs: Ingrid Bregand, Matt Dunkel
 2019–2020 KCO Vice Chair: Emily Mortara
 2019–2020 KCO Secretary: Audrie Terre
 2019–2020 KCO Treasurer: Heidi Landon
 2018–2019 KCO Vice Chair: Sarah Wasserman
 2018–2019 KCO Treasurer: James McGinnis

Actions

Assigned	Description	Due Date	Status
Audrie	Email all previous committee/event chairs to see if they are willing/able to continue their roles	15 June	Working
Audrie	Assemble a draft calendar based on the info established during workshop/planning meeting (See Section 5)	15 June	Closed
Heidi	Regarding Staff Appreciation Fund, communicate with Michael Herrera and CC everyone (Nirvair, Siri Atma, KCO Board) to understand point system and formula currently used for staff bonuses	15 June	Working
James	Email Nirvair to notify her that we allocated \$300 for the staff breakfast on July 29	15 June	Closed
Ingrid	Communicate with Abby and Monica about T-Shirt design	30 June	Open
Ingrid	Contact Kerri Gardner to hand off Fall Camping Trip	30 June	Open
James	Contact TFCU to determine if Audrie needs to be present for bank account handoff	30 June	Closed
Audrie	Communicate with New Board to set date for next meeting	30 June	Open
Ingrid	Work with Margie to create Org Chart image	31 July	Open
Audrie	Communicate with Emily and Ingrid to discuss Directory data entry process and complete data entry	31 July	Open
Ingrid	Add a section for Important Dates to Event Summary Form	31 July	Open
Audrie	Update website with Board picture, remove non-applicable committees, update Board/Chair info	31 July	Open
Matt	Clean up KCO Facebook page to get rid of some of the chaff that takes up so much room at the top (we want to see the feed/events on first look)	31 July	Open
All	Put any relevant documents to KCO finances, events, etc. into the Google Drive and notify the rest of the Board	31 July	Open
Audrie	Work with Emily to cross-check KCO calendar with Khalsa calendar	31 July	Open
Heidi	Email Tamie Harrison (cc Board) and ask her to send Heidi (cc KCOTreasurer email) her batch deposit transactions from her Square page with her spreadsheet for Pizza Day	31 July	Open
All	Decide whether to purchase insurance for KCO (at first KCO general meeting)	22 Aug	Open

Agreements

Assigned	Description	Status
All	Email Treasurer directly and Treasurer account (khalsakcotreasurer@gmail.com) if the issue is related to money	Ongoing
All	Make it a practice to send a follow-up email and CC all concerned when a hallway/office conversation occurs that's related to KCO	Ongoing
All	Keep list of tasks/create checklists for any KCO-related activity and encourage others to do the same	Ongoing
All	Use T-Shirt design as 2019–2020 directory cover	August

1 Agree Upon/Rearrange Agenda

We started directly into the Treasurer handoff and rearranged the agenda as we progressed.

2 Handoff of Bank Account/Treasurer Duties

- Who/When/Where to do handoff: James, Heidi to coordinate (Audrie will attend, if needed)
- Duties:
 - Deposit all checks into bank account. Track deposits in chosen software.
 - Write checks for all payments due. Track withdrawals in chosen software.
 - Track Pizza Hut invoices.
 - Cross-check monthly bank statements with chosen software inputs.
 - Track all allocations approved by KCO Board.
 - Ensure State and Federal tax forms completed by 15 November each year.
 - Ensure Annual Report required by the Arizona Corporation Commission is submitted by 15 April each year. (This may be done by another Board member, such as the Secretary.)
 - Respond to requests for accounting information by KCO Board, including providing Treasurer Report at monthly KCO General Meeting.
 - Provide receipts to donors.
 - Keep expenditure list current.
 - Provide 2 or more cash boxes per event with ~\$200.

3 Discuss Google Drive

Audrie uploaded numerous KCO documents for various events going back to 2010 in a Google Drive available by logging into the KCO Treasurer Gmail account. She gave the Gmail account and password to the group so that all KCO Board members will be able to access it. Audrie opened the drive and briefly reviewed each of the folders, but particularly focused on the Administration and Finance folders.

4 Discuss TASC Method by Brené Brown

Audrie thought Brené Brown's TASC methodology would provide good guiding principles to keep us focused and organized:

- **Task** – Who owns the task
- **Accountability** – ensure the person owning the task has the necessary authority to be held accountable for accomplishing the task
- **Success** – ensure the task owner is set up for success (time, resources, and clarity)
- **Checklist** – provide a checklist of what needs to happen by when to accomplish a task

Audrie provided examples and answered questions, and it was generally agreed upon that we could use this as a way to keep on track when making task assignments.

5 Discuss and Agree upon a Notional Calendar

While we reviewed the 2019–2020 Planning Spreadsheets in Google Drive, Audrie took notes on notional dates for the school year's events. In general, we plan to have KCOffee every second Tuesday and KCO General Meetings every third Thursday, but we have adjusted accordingly for holidays. Here's the proposed calendar for the 2019–2020 school year, which we will need to get approved by the school:

Every Wed	Pizza Day
15 Aug (Thu)	Dining for Dollar\$
22 Aug (Thu)	KCO General Meeting
05 Sep (Thu)	Community Conversation with KCO and Nirvair
10 Sep (Tue)	KCOffee Break
13 Sep (Fri)	KCO Newsletter
19 Sep (Thu)	KCO General Meeting
20 Sep (Fri)	Distribute Directories
Dd Sep (F-S)	Camden-Led Camping Trip
15 Oct (Tue)	KCOffee Break
17 Oct (Thu)	Dining for Dollar\$
18 Oct (Fri)	KCO Newsletter
24 Oct (Thu)	KCO General Meeting
27 Oct (Sun)	KCO Carnival, 11–2?
12 Nov (Tue)	KCOffee Break
15 Nov (Fri)	KCO Newsletter
16 Nov (Sat)	Yard Sale
21 Nov (Thu)	KCO General Meeting
26 Nov (Tue)	Jim Click Raffle Tickets Due
10 Dec (Tue)	KCOffee Break
12 Dec (Thu)	Dining for Dollar\$
13 Dec (Fri)	KCO Newsletter
19 Dec (Thu)	KCO General Meeting
13–17 Jan?	Scholastic Book Fair
14 Jan (Tue)	KCOffee Break
17 Jan (Fri)	KCO Newsletter
23 Jan (Thu)	KCO General Meeting
11 Feb (Tue)	KCOffee Break
13 Feb (Thu)	Dining for Dollar\$
14 Feb (Fri)	KCO Newsletter
20 Feb (Thu)	KCO General Meeting
17 Mar (Tue)	KCOffee Break
19 Mar (Thu)	KCO General Meeting
20 Mar (Fri)	KCO Newsletter
14 Apr (Tue)	KCOffee Break
16 Apr (Thu)	Dining for Dollar\$
17 Apr (Fri)	KCO Newsletter
23 Apr (Thu)	KCO General Meeting
24 Apr (Fri)	Arts Night
01 May (Fri)	KCO Camping Trip
12 May (Tue)	KCOffee Break
14 May (Thu)	KCO General Meeting
15 May (Fri)	KCO Newsletter
22 May (Fri)	Pool Party, 11:30–3:00

6 Discuss and Agree Upon Committees for the Year

See Sections 5 and 7 and Google Drive 2019–2020 Planning spreadsheets.

Ingrid proposed new Alumni Outreach Committee and Staff-KCO Bridge-Building Committee. Emily a good bridge and communicator.

We voted unanimously for the KCO to provide \$300 to Khalsa for the staff breakfast on July 29.

7 Discuss and Agree upon Fundraisers for the Year

See Sections 5 and 6 and Google Drive 2019–2020 Planning spreadsheets. In addition, Audrie shared the notional allocation of funds in the Staff Appreciation Fund. She explained the reasoning to Heidi. Both Emily and Sarah had valuable input about Jaylene and Eve, who are called part time, but who work more than full time or are pivotal in their roles. Because there may be others like them that Emily and Sarah may not know about, we cannot make an exception to give them more than other full-time support staff (the second tier of funding at \$150; teachers and assistants are currently proposed at the highest tier at \$200 each). These numbers will likely change upon further investigation.

Heidi and Michael Herrera need to discuss school's point system and spreadsheet formulas, which include various taxes and retirement matching withdrawals.

Do we need/want written clarification from attorney? Current thinking is no. The way we're moving forward is legal.

Audrie motioned, Ingrid seconded, and all present voted unanimously to focus on major fundraisers, rather than adding back Original Works or a new Poinsettia fundraiser.

8 Develop Notional Organizational Chart

Ingrid presented a notional org chart and will work with Margie to illustrate it. We can present a large version of it at the first Community Conversation with the KCO and Nirvair at the beginning of school year and also put it on the inside cover of the 2019–2020 Directory.

9 List KCO-related Tasks/Jobs and Descriptions

We will have to more completely define tasks/jobs in committee meetings. However, we agreed it would be best to communicate with Committee Chairs from last year to fill out Event Summary forms. Per Brené Brown, we need a checklist for each event to make it simpler to implement. Ingrid had an idea to discuss jobs in terms of sprints (short bursts) and marathons (long, steady engagement). Audrie suggested adding an area for important dates to the Event Summary form.

10 Follow-up on shade structure?

There has been no new information or news on the shade structure for the Space Net.

11 Discuss and Agree upon a Notional Budget

Briefly discussed reallocating previous shade structure percentage (20% last year), but generally using the same allocation percentages as we did for the 2018–2019 school year.

12 Discuss Follow-on Actions and Agreements

All agreed that Audrie could provide actions and agreements in these *Minutes*, rather than summarizing them, since our reserved time at the JCC had ended.
