

KCO 2019–2020 Planning Workshop 2 Minutes

Date: Wednesday, July 17, 2019

Meeting Start: 6:45 p.m.

Adjourned: 8:15 p.m.

Location: Ingrid Bregand's Home

Attendees

KCO Co-Chairs: Ingrid Bregand, Matt Dunkel

KCO Vice Chair: Emily Mortara

KCO Secretary: Audrie Terre

KCO Treasurer: Heidi Landon

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-001	Email all previous committee/event chairs to see if they are willing/able to continue their roles	Audrie	6/15/2019	Closed
19-20-002	Assemble a draft calendar based on the info established during workshop/planning meeting	Audrie	6/15/2019	Closed
19-20-003	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	Heidi	6/15/2019	Closed
19-20-004	Email Nirvair to notify her that we allocated \$300 for the staff breakfast on July 29	James	6/15/2019	Closed
19-20-005	Communicate with Abby and Monica about T-Shirt design	Ingrid	6/30/2109	Working
19-20-006	Contact Kerri Gardner to hand off Fall Camping Trip	Ingrid	6/30/2109	Closed
19-20-007	Contact TFCU to determine if Audrie needs to be present for bank account handoff	James	6/30/2019	Closed
19-20-008	Communicate with New Board to set date for next meeting	Audrie	6/30/2109	Closed
19-20-009	Work with Margie to create Org Chart image	Ingrid	7/31/2019	Working
19-20-010	Communicate with Emily and Ingrid to discuss Directory data entry process and complete data entry	Audrie	7/31/2019	Closed
19-20-011	Add a section for Important Dates to Event Summary Form	Ingrid	7/31/2019	Closed
19-20-012	Update website with Board picture, remove non-applicable committees, update Board/Chair info	Audrie	7/31/2019	Closed
19-20-013	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)	Matt	7/31/2019	Closed

Action #	Description	Assigned to	Due Date	Status
19-20-014	Put any relevant documents to KCO finances, events, etc. into the Google Drive and notify the rest of the Board	All	7/31/2019	Closed
19-20-015	Work with Emily/Lee to cross-check KCO calendar with Khalsa calendar	Audrie	7/31/2019	Working
19-20-016	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	Heidi	7/31/2019	Closed
19-20-017	Decide whether to purchase insurance for KCO (at first KCO general meeting); Heidi will look into options/costs	All/Heidi	8/22/2019	Open
19-20-018	Change KCOTreasurer password so that James and Sarah no longer have access to the Google Drive, the Square page, and the ACC	Audrie	07/18/2019	Closed
19-20-019	Make Showers Point Campground reservation for May 1-3, 2020	Ingrid	07/31/2019	Closed
19-20-020	Scan in 2017 Pool Party documents and put in Google Drive	Audrie	07/31/2019	Closed
19-20-021	Contact Abby Green and Amy Cormode and tell them the KCO will allocate funds for a welcome back to school party at Brandi Fenton Park with Eegees	Ingrid	07/31/2019	Closed
19-20-022	Transition TFCU account from James McGinnis to Heidi Landon	Heidi	07/31/2019	Closed
19-20-023	Examine 2018–2019 KCO budget vs. actual allocations and determine how close we came to the proposed budget.	Heidi	07/31/2019	Working
19-20-024	Contact Tamara to see if she's willing to Chair the carnival again this year (or at least train/advise someone else)	Matt	07/31/2019	Closed
19-20-025	Email Nirvair about shade structure status	Ingrid/Matt	07/31/2019	Closed
19-20-026	Create a welcome back announcement and include an invitation to join the community for Eegee's at Brandi Fenton Park at noon on Tuesday, August 6th	Audrie	08/04/2019	Closed

1 Notes for the Record

Audrie noted for the record that the officers for 2019–2020 school year have been filed on the Arizona Corporation Commission website.

2 Discuss Action Item Status from Previous Meeting

See updated and added action items above as well as 2019–2020 Planning spreadsheets in the KCO Treasurer Google Drive.

2.1 Event/Committee Chairs

All previous and some new Chairs have accepted their positions, except Tamara Ponchahar for the carnival. Matt said he'd try to reach out and get an answer from her by next week.

NOTE: Tamara has since confirmed she'll be the Carnival Chair again.

2.2 KCO-Teacher Liaison/Communication

Emily will try to recruit teachers from each level to be a point of contact to ensure we don't have schedule conflicts with level- or class-specific events.

2.3 T-shirts

Ingrid continues to coordinate with Abby and Monica regarding T-shirts. The plan was to have the design complete and shirts made for at least the KCO Board by the beginning of the school year, and then to sell T-shirts the week of August 12th. That may be an optimistic goal since vacations have made completing the design difficult. We all agreed that ordering T-shirts via Square page was hugely successful last year. We agreed to have an option on the square page this year to donate a T-shirt (like a scholarship fund). Multiple donations to the same teach will result in the extra T-shirts going to a staff member who has yet to receive one.

2.4 Shade Structure

There has been no new information or news on the shade structure for the Space Net from Nirvair, but there is no indication that the work has been completed this summer. Ingrid said she'd email Nirvair for a status.

2.5 Directory

Audrie and Emily have completed data entry, and Audrie has combined the content and checked for consistency. Audrie has updated the Directory instructions, which are in the Google Drive, but after tonight's discussion, she has a few more additions on Directory content conventions. Ingrid's organization chart is ready for Margie to create. We will use it for the first Community Conversation meeting, but we will also put it in the Khalsa Directory without people's names to show how the KCO is structured.

Amy Cormode and Ingrid have planned a back to school community-building event at Brandi Fenton Park at noon on August 6th, with Eegee's for refreshments. Ingrid will let Abby (Community-Building Committee Chair) know about the event. Audrie will put out a welcome back announcement/invitation to the event via the KCO Konnection listserv announcement on Monday, August 5th. We voted unanimously to allocate funds for the event (2 buckets of Eegee's, including a lemon, non-dyed, option, and the skinny berry sugar-free option).

2.6 Allocations

We voted unanimously to have the Allocation Form available continuously via drive or from Lee to print. We will have monthly allocation votes at KCO general meetings, if any allocations have been submitted. Requests must be in the week before the general meeting. Allocations will be based on availability of funds as well as the KCO budget and other priorities.

3 Budget

Audrie recounted the budget from the 2018–2019 school year. Heidi is going to do budget forensics to discern how funds raised were actually allocated last year, i.e., percentages, to see what a realistic budget for this year might be. We'll vote on a budget at the first KCO General Meeting.

4 Calendar Discussion and Updates

We agreed to amend the calendar per Abby Green's suggestion that deliver the newsletter the Friday after each KCO General Meeting. The amended calendar is as follows:

Every Wed Pizza Day
 15 Aug (Thu) Dining for Dollar\$
 22 Aug (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 30 Aug (Fri) KCO Newsletter
 05 Sep (Thu) Community Conversation with KCO and Nirvair
 10 Sep (Tue) KCOffee Break
 19 Sep (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 20 Sep (Fri) Distribute Directories
 27 Sep (Fri) KCO Newsletter
 ?? Sep (F-S) Camden-Led Camping Trip
 15 Oct (Tue) KCOffee Break
 17 Oct (Thu) Dining for Dollar\$
 24 Oct (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 27 Oct (Sun) KCO Carnival, 11:00 a.m. – 2:00 p.m.
 01 Nov (Fri) KCO Newsletter
 12 Nov (Tue) KCOffee Break, 8:00 a.m.
 16 Nov (Sat) Yard Sale
 21 Nov (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 26 Nov (Tue) Jim Click Raffle Tickets Due
 29 Nov (Fri) KCO Newsletter*
 10 Dec (Tue) KCOffee Break
 12 Dec (Thu) Dining for Dollar\$
 19 Dec (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 20 Dec (Fri) KCO Newsletter
 13–17Jan? Scholastic Book Fair
 14 Jan (Tue) KCOffee Break
 23 Jan (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 31 Jan (Fri) KCO Newsletter
 11 Feb (Tue) KCOffee Break
 13 Feb (Thu) Dining for Dollar\$
 20 Feb (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 28 Feb (Fri) KCO Newsletter
 17 Mar (Tue) KCOffee Break
 19 Mar (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 27 Mar (Fri) KCO Newsletter
 14 Apr (Tue) KCOffee Break
 16 Apr (Thu) Dining for Dollar\$
 23 Apr (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 24 Apr (Fri) Arts Night, 5:00 p.m. – 7:00 p.m.
 30 Apr (Thu) KCO Newsletter
 1-3 May (F/S) KCO Camping Trip
 12 May (Tue) KCOffee Break
 14 May (Thu) KCO General Meeting, 6:00 p.m. – 7:30 p.m.
 21 May (Thu) KCO Newsletter*
 22 May (Fri) Pool Party, 11:30 a.m. – 3:00 p.m.

*Yellow highlights indicate out-of-cycle newsletter due to school calendar conflicts.