

Board Meeting Minutes

Date: Wednesday, August 14, 2019
Meeting Start: 6:30 p.m.
Adjourned: 7:45 p.m.
Location: Virtual, via Facebook Messenger Chat

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
19-20-005	Communicate with Abby and Monica about T-Shirt design	Ingrid	06/30/2109	Working
19-20-009	Work with Margie to create Org Chart image	Ingrid	07/31/2019	Working
19-20-015	Work with Emily/Siri Atma to cross-check KCO calendar with Khalsa calendar	Audrie	08/15/2019	Closed
19-20-017	Decide whether to purchase insurance for KCO (at first KCO general meeting); Heidi will look into options/costs	All/Heidi	08/22/2019	Working
19-20-027	Contact Pauline and introduce her to Sadhu Kaur to get previous years' alumni information	Audrie/ Ingrid	08/15/2019	Closed
19-20-028	Put Photo Shoot Fundraiser in next week's KCO Konnection announcements	Audrie	08/21/2019	Working
19-20-029	Contact Nirvair to inform her of KCO Board approval vote, and write check for shade structure	Heidi	08/15/2019	Closed
19-20-030	Ask Abby for the softcopy of T-shirt design for Directory cover	Audrie	08/15/2019	Closed
19-20-031	Reach out to Margie to see if she's willing to help with Directory ads	Audrie	08/15/2019	Closed
19-20-032	Pick up the class lists from Lee, type them in, and send them to Audrie	Emily	08/30/2019	Working
19-20-033	Create a one-page financial summary/Treasurer report for the General Meetings Minutes	Heidi	08/22/2019	Working
19-20-034	Create allocation budget template based on actual numbers from last fiscal year for Board's review	Heidi	08/22/2019	Working
19-20-035	Prepare and submit 2018 Taxes	Heidi	09/30/2019	Working
19-20-036	Email Michael and let him know to stop payment on Janet Wilson's original staff gift check (June 2019) and reissue	Heidi	08/22/2019	Working
19-20-037	Create an Alumni Outreach Google Drive folder, import the Alumni data entry Google Sheet, and send Pauline Rush a link to the spreadsheet so she can enter Alumni data directly into Google Drive.	Audrie/Ingrid	08/17/2019	Closed

Action #	Description	Assigned to	Due Date	Status
19-20-038	Create a KCO Board calendar for listserv announcement deadlines, internal Board meetings, meetings with Nirvair and amongst the Board members	Audrie	08/17/2019	Closed
19-20-039	Check in with Staff/Janet/Stuart/Rameen if Arts Night on April 24th will work for them considering testing and testing retakes	Emily	08/14/2019	Working

1 Ingrid and Matt's Meeting with Nirvair

Calendar: Calendaring is Siri Atma's job. We agreed to take a paper copy to Siri Atma and have her approve it or at least look for any obvious conflicts.

Audrie Action: Confirm calendar with Siri Atma. Modified Action 19-20-015 to include coordination of schedule with Siri Atma instead of Lee.

Communications/Community Conversation with Nirvair: There was some confusion about the Community Conversation with Nirvair on September 5. She hadn't noticed the date on the *Draft KCO Calendar* or in the last two KCO Konnection announcements. But she did notice today and was surprised. Nirvair prefers we communicate directly with her. Audrie has tried, but she can't do it during the day. Matt volunteered to do so.

Alumni Outreach: Nirvair was supportive of the alumni outreach idea and suggested we reach out to Sadhu Kaur to get her collected electronic data on previous years' Khalsa alumni.

Audrie/Ingrid Action: Contact Pauline and let her know she can contact Sadhu Kaur to get previous years' alumni.

Shade Structure: The KCO Board voted unanimously to fund \$20,939.95 for the SpaceNet shade structure + \$5,000 already committed by the school after Arts Night, which gives us the total amount needed to complete the long-standing Shade Structure project. Nirvair hopes to hire the vendor (who has done several other shade structures at Khalsa) to complete the project over Fall Break. She will reach out to them as soon as Heidi emails Nirvair to let her know that the Board approved funding and will write the school a check.

Heidi Action: Contact Nirvair and write check for shade structure.

Allocations: Nirvair requested the KCO provide the school (both her and Lulu) an itemized list of allocations made from KCO to Khalsa, accompanied by check info (if payment is complete).

Nirvair asked during her meeting with Matt and Ingrid on Wednesday, August 14, to clarify Janelle Reed's 2018-2019 teacher training debt relief requests and subsequent KCO allocations. In May 2018, the KCO allocated \$500 to pay toward Janelle's teacher training debt, which was paid in June 2018 by KCO Treasurer, James McGinnis. Audrie doesn't have receipts, but she does have emails between James and Lulu. Current Treasurer, Heidi Landon, should be able to find a record of the payment, if needed.

In December 2018, the KCO again allocated up to \$500 to be used toward Janelle Reed's teacher training debt. The day after the allocation meeting, an anonymous donor offered to pay off the rest of Janelle's teacher training debt, which Nirvair believed was ~\$200. That money was given to the school by the donor, and Janelle was notified by Nirvair. However, Janelle only owed \$114 when she asked for the \$500 allocation in December. After James McGinnis, the KCO Treasurer and Lulu, Khalsa's Treasurer, resolved how much Janelle still owed, James wrote a check in March 2019 to the school for the remaining balance. The anonymous donor just gifted the \$200 to the school to use

as needed. The KCO agreed that the remaining \$386 of the \$500 allocated for Janelle's teacher training would go back to the general fund to be used for future allocations.

2 Committees/Events

2.1 Directory

The Directory data entry continues as new student trickle in. Audrie may need someone to pick up Directory forms from Camden if the admin there doesn't fax them to Lee soon.

We all agreed just to use last year's T-Shirt Design for the Directory cover. Emily offered to do the class list data entry.

Audrie Action: Ask Abby for the softcopy of T-shirt design.

Audrie Action: Reach out to Margie one last time to see if she'll help with ads.

Emily Action: Pick up the class lists from Lee, type them in, and send them to Audrie.

2.2 Photo Shoot

Yavanna already made her new form and process for the Photo Shoot fundraiser. We discussed putting her different packages on the Square page, but without the form, there's a concern data would get lost. We agreed to stick with the same method as last year.

Audrie Action: Put Photo Shoot info in KCO Konnection next week.

2.3 First General Meeting

We agreed to keep the same agenda structure for this year's KCO General Meetings. For this first meeting, we will add agenda items for a KCO Insurance discussion and

3 Treasurer Report/Review

Heidi has done 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.

Heidi has put bank account, savings, and last year's income and payment information into QuickBooks and reconciled James McGinnis' (2018–2019 Treasurer) records with her own. There are minor discrepancies due to Square fees, but everything ties out.

Now that she has everything in QuickBooks, 2018 tax preparation should be straightforward to complete by the end of August (though taxes are not due until mid-November).

Heidi also reported that the Pizza Day Square page has received \$4,400 in orders so far. She'll check the mailbox for checks on Friday, 16 August.