

## KCO General Meeting Minutes

**Date:** Thursday, August 22, 2019  
**Meeting Start:** 6:05 p.m.  
**Adjourned:** 7:32 p.m.  
**Location:** Khalsa Middle School

### Attendees

**Khalsa Director:** Nirvair Khalsa

**KCO Board:** Ingrid Bregand (KCO Co-Chair), Matt Dunkel (Co-Chair), Emily Mortara (Vice Chair), Audrie Terre (Secretary), Heidi Landon (Treasurer), Orsi Lazar (Yard Sale/Pool Party)

**New Attendees:** Frank Jude Boccio, Naomi Mclsaac (Middle School Director and Khalsa Assistant Director), Leslie Woodford (Khalsa Curriculum Coordinator)

### Actions

Action #	Description	Assigned to	Due Date	Status
19-20-005	Communicate with Abby and Monica about T-Shirt design	Ingrid	08/30/2109	Closed
19-20-009	Work with Margie to create Org Chart image	Ingrid	08/30/2019	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 (tabled, until we have cost)
19-20-028	Put Photo Shoot Fundraiser in KCO Konnection announcements	Audrie	08/21/2019	Closed
19-20-032	Pick up the class lists from Lee, type them in, and send them to Audrie	Emily	08/30/2019	Closed
19-20-033	Create a one-page financial summary/ Treasurer report for the General Meetings Minutes	Heidi	08/22/2019	Closed
19-20-034	Create allocation budget template based on actual numbers from last fiscal year for Board's review	Heidi	08/22/2019	Closed
19-20-035	Prepare and submit 2018 Taxes	Heidi	09/30/2019	Working
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
19-20-040	Collect Room Parent List and disseminate to Board	Emily/ Nirvair/Abby	09/15/2019	Working
19-20-041	Add Naomi and Leslie to KCO Google Calendar	Audrie	08/22/2019	Closed
19-20-042	Bring drinks to Community Conversation	Matt/Nirvair	09/05/2019	Working
19-20-043	Get the Organizational wheel and 50 handouts printed at Kinko's for Community Conversation	Audrie	09/05/2019	Working

### 1 Welcome & Introduction

Ingrid and Matt welcomed everyone, and all attendees introduced themselves.

## 2 How Our Meetings Work

Ingrid described the meeting process and answered questions.

## 3 Approve Previous Minutes

Audrie quickly reviewed the previous General Meeting Minutes (May 2019) and current actions, and all present voted unanimously to approve.

## 4 Finances

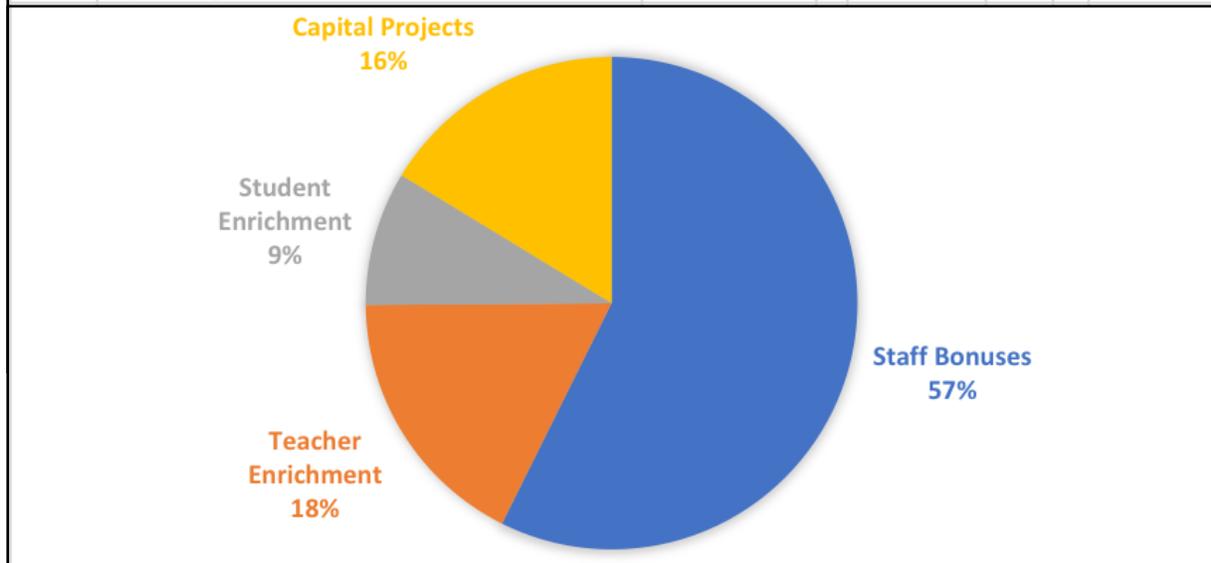
Heidi provided a summary of the current financial position of the KCO, including the most recent check written for the Shade Structure and an allocation budget percentage breakdown for last year. We did not vote to formally approve the budget percentages, but we will review and vote at the next Board Meeting. The following subsections include Heidi's detailed breakdown, summary, and budget allocation.

### 4.1 2019–2020 Year to Date

Current Fiscal Year Cash Flow as of 8/20/19			
<b>Current Year Checking Activity</b>			
6/30/19	Beginning Balance		\$ 9,897.85
7/1/19	Interest		\$ 0.18
7/31/19	Service Charge		\$ (10.00)
8/1/19	Interest		\$ 0.08
8/2/19	ck 1033 to Ingrid Bregand for camping trip reservation		\$ (564.00)
8/1-8/20	Square cc deposits for pizza (not yet broken out)		\$ 8,283.74
8/20/19	Transfer from savings to cover ck for space net shade		\$ 20,939.95
	<b>Checking balance as of 8/20/19 per TFCU</b>		<b>\$ 38,547.80</b>
<b>Less Outstanding checks</b>			
8/20/19	ck 1034 to Khalsa for space net shade		\$ (20,939.95)
8/20/19	ck 1035 to Amy Cormode for Egeee's social		\$ (65.19)
	<b>Current balance as of 8/20/19</b>		<b>\$ 17,542.66</b>
Note: Tamie has not finished processing check payments for pizza so that additional income is currently unknown.			
<b>Current Year Savings Activity</b>			
6/30/19	Beginning Balance		\$ 21,559.30
7/1/19	Interest		\$ 0.88
8/1/19	Interest		\$ 0.92
8/20/19	Transfer to checking for space net shade payout		\$ (20,939.95)
	<b>Savings balance as of 8/20/19 per TFCU</b>		<b>\$ 621.15</b>
<b>Breakdown of current cash held as of 8/20/19</b>			
	Unrestricted cash		\$ 15,429.81
	General reserve		\$ 2,000.00
	Pizza retainer		\$ 734.00
	<b>Total cash balance as of 8/20/19</b>		<b>\$ 18,163.81</b>

**4.2 2018–2019 Summary**

KCO Review of Allocation of Fundraising Dollars from 7/1/18 - 6/30/19		
	Amount	% of Income
<b>Fundraising</b>		
Total fundraising income	\$ 54,819.90	
Total expenses to obtain revenue	\$ 20,370.51	37.16%
Net Income from fundraising	\$ 34,449.39	
<b>Projects Funded</b>		
Staff Appreciation/Bonuses	\$ 19,758.06	36.04%
Teacher Training/Enrichment	\$ 6,039.00	11.02%
Student Directories	\$ 635.35	1.16%
6th Grade Trip (Jim Click Proceeds)	\$ 2,200.00	4.01%
Science fair entrance fees	\$ 200.00	0.36%
	<u>\$ 28,832.41</u>	
Net Income for FY 6/30/19 (space net \$)	<u>\$ 5,616.98</u>	10.25%
		<u>100.00%</u>
<b>Space net shade structure funding</b>		
FY 6/30/18 Savings allocation rolled over	\$ 14,794.50	
FY 6/30/18 Savings allocated in FY 6/30/19	\$ 528.47	
FY 6/30/19 Savings allocation (net income)	\$ 5,616.98	
Paid out to Khalsa 8/20/19	\$ 20,939.95	
<b>Suggested 2019-2020 Allocation Percentages Based on how money was allocated last year (Percentages based on Project Expense divided by Net Income after Fundraising Costs)</b>		
Staff Bonuses	57%	
Teacher Enrichment	18%	
Student Enrichment	9%	
Capital Projects	16%	



## **5 Committee/Event Status**

### **5.1 Shade Structure**

The KCO wrote a check for \$20,939.95 to Khalsa Montessori School to use towards the purchase of the Space Net shade structure. As promised on Arts Night 2019, The Khalsa School donated the additional \$5,000 needed to meet the \$25,939.95 American Play bid. The company is working on meeting our request to install the new shade over Fall Break. If the first deadline cannot be met (due to supply and permitting issues), the shade structure will be installed over Winter Break.

### **5.2 Community Building/KCOffee Break**

Abby is looking for many hands to make light work of monthly KCOffee breaks. We'll put the call out at the Community Conversation for volunteers. The first KCOffee Break will be held on Tuesday, September 10.

### **5.3 Pizza Day**

The first Pizza Day was Wednesday, August 21. Matt Dunkel is a key volunteer for Pizza Day. He reported it went better than in previous years. Only one bread stick order was missing for one of the middle school kids. Tamie Harrison, current Pizza Day Chair, is looking for a mentee in the second semester, since her son is graduating at the end of the school year.

In the past, and again recently, a parent had suggested offering salads on with the pizza/bread sticks, but several parents noted their kids never eat their accompanying vegetables on Pizza Day. We didn't make any final decisions regarding offering salads.

### **5.4 Box Tops**

The fundraiser is off and running with a new coordinator, Susan Miller-Cochran. Audrie provided Susan all the info she needed, and the envelope in the office already had plenty of box tops to start with. Susan says she'll ask questions if she has them. Leslie asked about the new "get the app, scan the receipt" box tops method. Audrie indicated that she had passed that information on to Susan, and Audrie was waiting for Susan to let her know if she wanted to change the way we announce how to participate in the fundraiser.

### **5.5 Directory**

Audrie provided a brief update on the directory. Data entry is complete, though new students are still trickling in. Friday, August 30 is the cutoff for adding people to the directory. We can do an addendum, if needed. We have a digital versions of last year's T-Shirt designs for the cover. Emily is done typing in all of the class lists except for Camden. Matt volunteered to be the person to go to the printer to get the directories printed. He had also previously volunteered to distribute the directories at the school, and we have another volunteer to help who had originally offered to handle Box Tops. We're hoping to distribute directories on Friday, September 20.

### **5.6 T-Shirts**

Ingrid and Abby Green, T-Shirt Chair, have been working on finalizing the design. The army green T-shirt and yellow text color scheme was unanimously unpopular with the group, all of whom feared the color scheme wouldn't sell as well as last year's blue color scheme. Another option for colors was charcoal with red or coral text. The group present at the meeting agreed that would be preferable. Unfortunately, Abby couldn't attend, so this feedback was conveyed to her after the meeting. As of this writing, the color scheme is still in work.

**5.7 Dining 4 Dollar\$**

Our first community-building Dining 4 Dollar\$ event at Peter Piper Pizza raised \$150 and brought out several new faces/families. Matt explained the process, frequency (every other month), and purpose of these events to the group and answered follow-up questions.

**5.8 KCO-Staff Bridge**

Emily as Vice Chair is perfect bridge to teachers. She took several notes during the meeting to ensure she conveys information to the teachers and staff.

**5.9 Jim Click Raffle**

Audrie explained the Jim Click Raffle fundraiser, including that it is our only all-profit fundraised. She has put up flyers and made announcements in the listserv about ticket sales and points of contact. Matt has committed to do the legwork of turning in the ticket stubs to the Jim Click office when Audrie is at work during the day. Audrie is looking for a mentee to hand the fundraiser off to next year. She has written up the various tasks to present at the Community Conversation.

**5.10 Family Photo Shoot Fundraiser**

Yavanna Julian's Family Photo Shoot fundraiser is off and running earlier this school year to enable Yavanna and her customers more time to schedule before the holidays. Flyers are up, forms are available in the office, and the listserv and Facebook announcements have been made. There was already quite a bit of interest.

**5.11 Alumni Outreach Committee**

Sadhu and Nirvair collected alumni information and had an event a couple of years ago. For this year, Phase 1 is to create a database of alumni. Here's what our graduates do. Maybe donate to events. Maybe come for community-building event. Tap into former KCO presidents and chairs, like Sherman Scurry. A soccer team, Shakti, started by a mom at Khalsa, and a lot of those moms are still friends with each other. And they may be a good resource as well.

**5.12 Dance Party Fundraiser**

The Dance Party Committee is meeting next week to determine a date that doesn't conflict with other Khalsa or KCO events. They hope to modify the format from last year, i.e., no catered dinner, just finger food; charge a lower entry fee (~\$35); and provide free admission for teachers/staff.

**5.13 Carnival**

Tamara Ponchahar is the Carnival Chair, but she would appreciate having an assistant to mentor. The Carnival is slated for October 27, 2019, 11:00 a.m. – 2:00 p.m.

**5.14 Camping Trip**

Ingrid announced that we will only have one River-planned camping trip at Mt. Lemmon this year. Ingrid has already reserved the dates, Friday–Sunday, May 1–3. We have a new Chair, Joy Baynes. Ingrid has emailed Joy Samirah's event report from last year, so Joy has information on the process, time commitment, and requisite sign-up site links.

**5.15 Yard Sale**

Orsi has provided Ingrid with a list of yard-sale-related tasks. She would also like to have an assistant to mentor this year. The yard sale is currently planned for Saturday, November 16.

### **5.16 Other Events/Fundraisers**

At future meetings, we will discuss the Scholastic Book Fair, Arts Night, and Pool Party, which do not occur until 2020.

## **6 Community Conversation Prep**

We decided not to provide food (very little was eaten last year). Matt will bring La Croix drinks and Nirvair will provide Tejava.

Once the wheel is complete, Audrie will get the poster printed and laminated at Kinkos.

Audrie will also have Kinkos make copies of Ingrid's handout at the same time. Ingrid's handout contains photos of many of the KCO's main players, including the Board, a graphical depiction of the calendar, and all of the open positions/tasks for the coming year. Providing pictures for Board members was in response to a suggestion made on an index card at a previous General Meeting.

## **7 Insurance Discussion**

Heidi talked to her insurance point of contact about having a KCO officers' policy and a general insurance policy for events, whether they are on or off campus. Because we don't have a price yet for the policy/ies, this discussion is tabled until the next Board or General Meeting when we are able to vote based on complete information.

## **8 Miscellaneous Topics**

### **8.1 Teacher Appreciation Week**

Audrey Hillman (via email to Emily, Matt, and Ingrid) suggested creating a Teacher Appreciation Committee to oversee daily shows of appreciation during Teacher Appreciation Week:

- Monday: Surprise gifts for teachers
- Tuesday: Coffee or tea
- Wednesday: Provide lunch
- Thursday: Words and cards of appreciation
- Friday: Mystery surprise

The teachers in the room suggested that it would be nice to have appreciation spread out throughout the year, particularly during busy times, like Parent-Teacher Conferences. Leslie said that her previous school's parent organization provided crock-pot meals during conferences, so that teachers could get food during any breaks in their day. Several folks spoke up and said they could make vegetarian chili, lentil soup, etc. Nirvair agreed that it would be nice and okay with the school, as long as it follows dietary policy.

Naomi said that she really enjoyed receiving notes of appreciation from parents and students during Teacher Appreciation Week last year. She didn't realize that week existed until then.

Another attendee suggested providing teachers with chair massages during P-T conferences. Ingrid is a massage therapist and liked that idea.

### **8.2 Water Day Sprinklers**

Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO purchase Water Day sprinklers for the school.

### 8.3 **Nothing Bundt Cakes Fundraiser**

Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO do a Nothing Bundt Cakes fundraiser. She would pick up the cakes to bring to school for delivery, as needed.

## 9 **Other Note Card Ideas from Previous Meetings Not Yet Addressed**

- **Community-Building:** Send out email with pictures of Board members for face-to-name recognition. **NOTE:** We hope to accomplish the goal of this with the Community Conversation handout.
- **Carnival:** For the Carnival, get some white Khalsa T-shirts for the tie-dying booth. Kids/people might really enjoy customizing their Khalsa T-shirts.
- **Community-Building:** Create a school-wide annual yearbook (some classrooms/levels already do this).
- **Fundraiser:** Skate Country fundraiser to raise money for a particular event or task; maybe include music trivia for adults, e.g., “Guess that 80s Song.”
- **Communication:** Address staff during setup week—maybe during staff welcome lunch?
- **Equipment:** Put it on KCO radar that Lower El playhouse may need rehab/replacement in the near future.
- **Directory:** What if we expanded the directory to be more of a guide book for the whole academic year, with a calendar of the events, and also whole-page explanations/write-ups/advertisements to events/activities. For example, Box Tops have a QR code for app and working on where to find box tops stuff. A page for each event/committee, etc. The advantage of including this in the directory is that people actually keep it, and refer to it, and look through it. Maybe sell ad space to outside businesses, like a program at the theater.
- **Box tops:** Put images of products with box tops in class emails (e.g., Amy’s products).

## 10 **Upcoming Events**

Fri, Aug 30	KCO Newsletter
Thu, Sep 05	Community Conversation with KCO and Nirvair, 6:00 – 7:30 p.m., Middle School
Tue, Sep 10	KCOffee Break, 8:15 a.m. – 9:15 a.m., Butterfly Garden in front of school
Thu, Sep 19	KCO General Meeting, 6:00 p.m. – 7:30 p.m., Middle School
Fri, Sep 20	Distribute Directories
Fri, Sep 27	KCO Newsletter