

KCO General Meeting Minutes

Date: Thursday, October 24, 2019
Meeting Start: 6:10 p.m.
Adjourned: 7:35 p.m.
Location: Khalsa Middle School

Attendees

Khalsa Director: Nirvair Khalsa

KCO Executive Board: Ingrid Bregand (KCO Co-Chair), Matt Dunkel (Co-Chair), Audrie Terre (Secretary), Heidi Landon (Treasurer)

Member Attendees: Laurel Lacher (Fair Trade Fundraiser Chair), Leslie Woodford (Khalsa Curriculum Coordinator)

Actions

Action #	Description	Assigned to	Due Date	Status
19-20-017	Decide whether to purchase insurance for KCO (at first KCO general meeting); Heidi will look into options/costs	All/Heidi	09/19/2019	Complete Voted not to purchase insurance, but instead to add liability waiver language to ticket purchase
19-20-035	Prepare and submit 2018 Taxes	Heidi	09/30/2019	Complete
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	01/01/2020	Working
19-20-044	Prepare and send out Staff Allocation Request Form to Siri Atma and Lee	Audrie	09/30/2019	Complete
19-20-045	Provide the group with the PTA insurance site info	Ingrid	09/30/2019	Complete
19-20-046	Notify Aspen Lind of their allocation request approval and how to receive reimbursement	Audrie	10/25/2019	Complete
19-20-047	Add liability waiver language to Eventbrite signup form for camping trip	KCO Board	04/20/2020	Open
19-20-048	Check with Michael about when he needs everything to get staff their monetary holiday gifts.	Heidi	11/21/2019	Working

1 Welcome

Ingrid welcomed everyone.

2 Approve Previous Minutes

All present voted unanimously to approve the September General Meeting Minutes.

3 Treasurer Report

Heidi provided a summary of the current financial position of the KCO, shown on the following pages.

3.1 Taxes

The KCO Tax Return was completed today. Heidi uploaded it to the Google Drive, and she will mail it tomorrow.

3.2 Allocations

We voted unanimously to approve Aspen Lind's request for the KCO to pay their entrance fee (\$20) for a workshop on teaching. Audrie will inform them of the process for reimbursement.

Statement of Activities Summary		7/1/19 - 10/22/19	% of income		
Total Income All Sources		\$ 25,243.60			
Less Fundraising/Operational Expenses		\$ (11,530.78)	45.68%		
Total income available for projects		\$ 13,712.82			
Project Expenses					
Staff Appreciation /Bonuses		\$ (460.00)	1.82%		
Allocations (Requests from Teachers)		\$ -			
Community/Student Enrichment		\$ (1,463.15)	5.80%		
Capital/Long Term Projects		\$ -			
Total Project Expenses		\$ (1,923.15)			
Net Income		\$ 11,789.67	46.70%		
Statement of activities by fundraiser					
		Revenue	Expenses	Gross Profit	GP %
Carnival (only pre-sales and donations to date)		\$ 485.00		\$ 485.00	100.00%
Pizza (accrual of pizza cost included in expense)		\$ 18,896.72	\$ 8,339.28	\$ 10,557.44	55.87%
T-shirts (inventory of approx \$900 included in exp)		\$ 4,294.00	\$ 2,996.29	\$ 1,297.71	30.22%
Dining for Dollars		\$ 154.71		\$ 154.71	100.00%
Family Photos		\$ 210.00		\$ 210.00	100.00%
Jim Click		\$ 800.00		\$ 800.00	100.00%
		\$ 24,840.43	\$ 11,335.57	\$ 13,504.86	54.37%
Additional Income/Expenses					
Operational Expenses			\$ 195.21		
Interest Income		\$ 3.17			
Directory		\$ 400.00	\$ 817.24		
Camping Trip			\$ 564.00		
Eege's Welcome Back Social			\$ 65.19		
Refreshments for KCO Mtgs			\$ 16.72		
Teacher/Staff Massages			\$ 460.00		
Net Income		\$ 25,243.60	\$ 13,453.93	\$ 11,789.67	

Cash Summary as of 10/22/19		Bank balance to cash summary reconciliation				
Unrestricted Funds	\$ 20,150.80	Checking Balance per TCFU	\$ 27,525.48			
General Reserve	\$ 2,000.00	Savings Balance per TCFU	\$ 621.72			
Pizza Reserve	\$ 5,426.46	+ Deposits in transit				
Total cash balance	\$ 27,577.26	Square	\$ 139.89			
		Cash/Check	\$ 235.00			
		Less outstanding checks/debits				
		ck 1045 to Camden KCO for t-shirts	\$ (185.83)			
		Payment to Tanline for t-shirt order	\$ (759.00)			
		Total cash balance	\$ 27,577.26			
Budget to actual as of 10/22/19						
Total revenue 7/1/19 - 10/22/19	\$ 25,243.60					
Target budget allocations based on actual prior year expenses as % of gross revenue.						
	Fundraising & operation costs (34%)	Staff Appreciation / Bonuses (36%)	Allocations (Requests from Teachers) (11%)	Community / Student Enrichment (9%)	Capital / Long Term Projects (10%)	Total YTD
Target based on YTD revenue	\$ 8,582.82	\$ 9,087.70	\$ 2,776.80	\$ 2,271.92	\$ 2,524.36	\$ 25,243.60
Actual YTD expenses	\$ (11,530.78)	\$ (460.00)	\$ -	\$ (1,463.15)		\$ (13,453.93)
						\$ 11,789.67
Amount (over) under budget	\$ (2,947.96)	A \$ 8,627.70	\$ 2,776.80	\$ 808.77	\$ 2,524.36	
A Fundraising is currently over budget because of cash outlay for t-shirt order and pizza cost. Value of unsold inventory is approximately \$900. Remaining over budget in fundraising due to time of year. So far the only other major fundraiser is pizza whose cost makes up a higher percentage than the average. This should level out as we take in revenue from lower cost fundraisers.						

4 Meeting with Francisco from AZ Charter School Association

Nirvair will contact and give Francisco from the [AZ Charter School Association](#) a 20-minute limit to present to the KCO at our next meeting. He wants parents to have all the information they need for the ballot measures associated with charter schools in Arizona. He'd like parents to be more knowledgeable and proactive when speaking to other people about charter schools and potentially become members of the **Charter Champions**.

5 Committee/Event Status

5.1 Carnival

Tamara Ponchahar and Anne Shepherd gave us an update on the carnival via email. Everything is just about ready. They've written a survey to give to carnival participants, and the KCO has offered two Jim Click Raffle tickets as drawing prizes for submitting a survey.

5.2 Yard Sale

Due to a personal emergency, Orsi Lazar, the Yard Sale Chair has asked to postpone the yard sale until the spring. Potential dates of Feb 29 or April 4 were proposed. February may be best as far as being less busy, but also colder. We could start a little later, if needed, as well as offer hot drinks.

5.3 **Staff Fund**

5.3.1 **Equal Exchange**

Laurel Lacher described the process. She has chosen to do catalog-only orders, rather than online ordering. The goal is to raise money explicitly for the staff fund. The goal is \$2,000 (we have to sell \$5,000 worth of products). There are ~230 families at Khalsa. Laurel ordered 100 catalogs. The intent is to get kids to sell at home to families/friends to support the school. The chocolate products are made in Switzerland and sourced from Africa and other countries. All products are organic and fair trade. They use **no peanuts**, but products with walnuts and almonds are made on the same equipment as other chocolates. Here's a proposed schedule:

11/11–11/15: Soft Launch – Set up posters and start posting promotional materials online/via email to prepare for sales next week; recruit sales volunteers with SignUpGenius

11/18–11/22: BIG SALES WEEK – tables at front & back gates during drop off & pick up with samples of chocolate, tea, coffee, sample gift basket? Hand out catalogs/collect orders.

11/25–11/26: Final push for sales through email & FB; 1 person out front a.m. & p.m. to remind folks and collect order forms & payment

12/2–12/3: Take any last-minute orders; process and submit orders to Equal Exchange; recruit packaging party volunteers with SignUpGenius.

12/17 or 12/18: Receive EE delivery

12/18: Packaging party

12/19–12/20: Distribute orders at school

The KCO allocated \$56 to buy samples to hand out.

In order to incorporate money raised with this fundraiser for the staff fund, Khalsa will have to do an extra payroll check. Heidi will check with Michael about when he needs everything to get staff their gifts.

5.3.2 **Change for Change**

Kresta Werner will send an announcement to Audrie to send out in the weekly announcements. It will include the anonymous \$500 matching offer to motivate folks to donate.

5.4 **Teacher Appreciation Recap**

Great success! Massage had some hiccups, but generally the potluck was a great success. Do a potluck at next Parent-Teacher conference. Leslie suggested having someone to set up the dishes. Ensure someone cleans up the dishes as well so the staff aren't responsible; have a better way to get dishes back to people. Leslie also recommended signs, since there was some confusion about what went with what.

5.5 **T-Shirts**

We got the second order of T-shirts in and distributed them to teachers who had not received a T-shirt yet. They were **very** appreciative!

We have 102 remaining 2019 shirts (mostly kid sizes) and 33 of the 2018 shirts (combo of what we had and what we purchased from Camden). Abby is going to have a table out at the Carnival to sell (Heidi is providing change and square reader). After Carnival sales, Abby will let Audrie know what is remaining so we can post them for sale online.

5.6 Box Tops

Big push for cardboard box tops this next month. Susan Miller-Cochran, the Box Tops chair, will do one last mail-in submission. Then she'll write up instructions letting people know how to do box tops online by scanning their receipts. Audrie will post the new process in the weekly announcements, and we'll wait and see if anything happens.

5.7 Parent-to-Parent Forum

Had first live stream of forum. It took a little time to get the technical details ironed out, but the forum had 16 live attendees, and it was viewed online, at least in part, 170 times. The sound for the speaker was pretty good, but the audience questions were really hard to hear. Overall a well-received forum and message.

5.8 Jim Click Raffle

The raffle prize vehicle was not available for the carnival (it was triple booked). They had email issues that caused the vehicle and the banner to be over-promised. Audrie will make sure to bring a couple of flyers to put in stands on the table, and she'll make announcements at the carnival that tickets are for sale.

5.9 Dance Party Fundraiser

Melissa cannot offer her house for the dance party this year, so that's on standby. Gabe talked about venues in town, including a place called Whiskey Road. Music is provided. Friendly, cool people. Maybe do it there without dishing out money.

5.10 Other Events/Fundraisers

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

6 Other Note Card Ideas from Previous Meetings or Emails to KCO Not Yet Addressed

- **Water Day Sprinklers:** Audrey Hillman suggested (via email to Emily, Matt, and Ingrid) the KCO purchase Water Day sprinklers for the school.
- **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.
- **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?
- **Directory:** Expand the directory to be more of a guidebook for the whole academic year, with a calendar of the events, and also whole-page explanations/write-ups/advertisements to events/activities. 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.

7 Upcoming Events

Fri, Nov 01	KCO Newsletter
Tue, Nov 12, 8:00 a.m.	KCOffee Break
Mon–Fri, Nov 11–15	Equal Exchange Soft Launch
Thu, Nov 21, 6:00 p.m. – 7:30 p.m.	KCO General Meeting
Tue, Nov 26	Jim Click Raffle Tickets Due
Mon–Tue, Nov 18–26	Equal Exchange Sales week
Fri, Nov 29	KCO Newsletter
Mon–Tue, Dec 2–3	Equal Exchange Final Sales
Wed, Dec 18	Equal Exchange Packaging Party
Thu–Fri, Dec 19–20	Distribute Equal Exchange Orders at School