

OPERATING COMMITTEE Meeting Minutes

Name:	Operating Committee		
Date:	August 28, 2018	Facilitator:	Cheryle Figgess
Time:	6:000 pm	Recorder:	Heather Carter
Location:	Lower School Cafeteria		

Distribution and Attendee List: (X indicates that the member was present)

Attendee		Attendee	
X	Scarlet Tang OC	X	Carol Lucero OC
X	Cheryle Figgess Officer		Linnea McDonnell
X	Heather Carter OC	X	Karen Enriquez OC
	Mychel Cortese OC		Rebecca Reddin OC
X	Rachel Gulleson OC		Amanda Gilder OC
	Alison Caldwell OC		Stephanie Manning OC
	Sara Jentz OC	X	John Mulhern OC
	Kerri Fitzgerald OC		Gretchen Bucsko
X	Nadia Boulos	X	Cristina Mozgai
X	Liz Walker	X	Sue Day
X	Patsy Williams	xx	Juan & Erin Ocegueda
X	Christy Fankhauser	x	Natalie Bennett

Minutes

	Item	Responsible
1.	Welcome & Introduction	Cheryle
2.	Budget Update - moved to section 6	Heather
3.	<p>PALS Board and Operating Committee</p> <p>Nominations and Elections</p> <p>Officer descriptions and essential job duties were discussed</p>	Cheryle
4.	<p>PALS Operating Guidelines</p> <p>Changes</p> <p>Amended wording to Article 3, number 3 to include a provision regarding open officer positions after Spring elections reading, “if nominees step forward by the last Operating Committee meeting, the Operating Committee may, temporarily, accept and vote in officers on a temporary basis until late elections can be held in September. Updated language referring to the Preschool and removed reference to the Upper School.</p> <p>Eliminated Article 4 number 3 line e, number 7 line f, and 8 line f, requiring the positions to chair or find an event chair for fundraisers.</p> <p>A short break was called to allow members to discuss open officer positions and changes to the Operating Guidelines</p> <p>Vote called by Treasurer in absence of President</p> <p>Vote passed unanimously</p>	Cheryle
5.	<p>Re-Cap of Summer events:</p> <p>Boundary Bay - Karaoke and fun. Low attendance again, would have been more successful if BBB had food service in the garden</p>	Heather

	<p>Perch and Play - Natalie reported. Several families attended, good opportunity to extend and invitation to new families to connect with other families</p> <p>Used Uniform Sales - very successful thanks to Liz and volunteers. Raised just over \$2600 in 3 days.</p> <p>Late-afternoon/evening shopping hours were popular as well.</p>	
6.	<p><u>Current Fundraisers: Budget review</u></p> <p>Reviewed end-of-year financial summary, including scrip rollover and initial purchase investment</p> <p><u>Scrip:</u></p>	Heather
7.	<p><u>Upcoming Fundraisers</u></p> <p><u>Walk-a-thon</u></p> <p>Need Coordinator: Have one potential volunteer, need to confirm with them and find a co-chair - Cheryle and Liz</p>	Heather/ Cheryle
8.	<p>Board Info: reviewed status of recent projects - fence project at LS and Garden, bathroom remodel for LS, maintenance of heat/cooling system at PS</p>	John
9.	<p>New School News</p> <p>Discussion of new teachers - who is new, who they are. Natalie and Heather attempted to fill in, but still learning new people and new positions</p>	Any
10.	<p>Meeting Adjourned 7:30 pm</p>	