

Together for Trillium (TFT)
Meeting Minutes, February 2015
2/16/15

Attending: Johanna Norton, Thane Norton, Nikos Tzetos, Stephanie Bliss, Reggie Bliss, Linda Horsfall, Ximena Ospina-Todd; Clio Tzetos, Victoria Norton and Stuart Norton present for vote on adding new Admin team.

Contents:

- Approval of Minutes
- Director's Report
- Events Team
- Communications Team
- Fundraising Team
- Treasurer's Report
- Support Team
- PTA & TFT Business

I. Approval of Minutes - Read and approved minutes for December 2014 and January 2015 monthly TFT meetings

II. Director's Report - Kieran not present to give report

III. Events Team, Caffeine Jones, team leader

A. Community Building:

1. Arts & Music Showcase: Caffeine Jones & Kendra Rohl = co-chairs
 - a. Proposed date = Fri, 4/24. Need to resolve schedule conflict with high school open mike event
 - b. Runaissance on the morning of same day (4/24)
2. Bike & Walk to School - Wed, May 6 - John Nurse & Stephanie Turner, coordinators
 - a. Wed, May 6

B. Staff Support Events

1. Staff appreciation week, May 4-8, Needs a coordinator.
2. Staff appreciation dinner, Thurs, 6/11 - Need event coordinator(s), venue, theme, food, servers, clean-up
 - a. Staff only, or staff with their "plus ones"? Ask about previous events.
 - b. Megan Klepp has hosted for last few years. Stephanie Turner might do it.

C. Educational

1. Coffee Klatch soon; discuss time with Kieran
2. More advocacy training later in spring; discuss time with Kieran
 - a. Question: Can we advocate? Maybe for legislation. Nikos raised this question after a recent PTA online training session he completed.

D. Building & Grounds

1. Schedule clean-up event before Arts & Music Showcase? Would need coordinator.

IV. Communications Team. *__ Team Leader? __*

- A. Content creation - position still open
 1. Could be one person who organizes all major TFT communications, incl newsletter, FB posts & events, Info Exchange emails, TFT Calendar
 2. Currently TFT president is performing all these tasks; not sustainable
- B. TFT web site - Reggie Bliss
 1. All previous files lost; Dreamhost bills weren't being forwarded from previous contact person, and went unpaid. They deleted web site.
 2. Goal = new web site by March 15
 - a. Will need content: calendar, meeting minutes, contact info, feeds from Twitter + FB; Stephanie to come up with list of content ideas
- C. Togetherfortrillium.org emails not working: president@, board@, etc

V. Fundraising Team (see also Treasurer's Report), *Nikos Tzetos, team leader*

- A. Tuesday Treats (weekly).
 1. \$32 in January
 2. regularly run out of stock; could be more profitable if add'l sources located
- B. Dine-outs. James Rohl & Stacy Blanton, coordinators
 1. School and TFT both looking at dine-outs to fill funding gaps; unfortunately, late start in scheduling dates
 2. In talks with McMenamin's Chapel Pub and Pause on 2/16 to discuss; might be too late this semester
 3. James left vm with manager of Pause
- C. Plant Sale - Susan Milhauser, coordinator - Delivery date originally 5/13, but same date as outdoor school; asking to move to 12th.

VI. Treasurer's Report, *Nikos Tzetos*

- A. *See separate file for report.*
- B. January was pretty quiet
 1. 5771\$ in, 6575\$ out, No expenses
 2. Unpurchased scrip cards not included in these figures as assets; treasurer will work with scrip coordinator to find way to track this, to determine scrip income

VII. Support Team, *Stephanie Bliss, team leader*

- A. Staff Supply Closet: OPEN
 1. Someone agreed verbally to be the monitor, but name isn't written on volunteer list
 2. Make sure that teachers know about supply
 3. Closet needs to be organized
 4. possible volunteer = _____
- B. Staff snacks: Kerri Creager
 1. Two slots open for All-staff meetings: 2/15 and 3/18
- C. PTA clothing closet: Ximena volunteered for coordinator position at meeting
 1. Lost & Found items donated to PPS-sponsored clothing closet at Marshall High.
 2. Students can be referred, get a personal shopping experience at the clothing closet. Ximena will make sure teachers and Deb know about this resource.
 3. Now we need a *team* to help with cleaning clothing and delivery

VII. Support Team, *cont'd*

- D. Welcome Wagon: OPEN
 - 1. Need point person to communicate with new families, make sure they get signed up for email lists, FB pages, newsletter, and other communications. Also organize a “buddy family” in the same class as the new student.
- E. Volunteer appreciation: *Brinda? Brinda + Caffeine?*
 - 1. Combine TFT volunteer recognition with school’s volunteer recognition?
 - 2. Maybe hold two events: one during school hours, and one after
- F. Senior grants: *Nikos Tzetos*
 - 1. Submission dates to be finalized; Leora to help with interviews
- H. TFT Grants: *Johanna*
 - 1. Expect recommendation from staff in time for March meeting

VIII. PTA & TFT Business, *Johanna Norton*

- A. Unit in Good Standing - annual report and training credits complete
- B. Annual Leadership Conference = April 17-18 in Wilsonville
 - 1. Do we get a free ticket? If not, price is steep... how would costs be handled?
- C. Procedures Manual. Stephanie Bliss
 - 1. Master list of 61 desired procedures: 9 completed, 12 assigned, 40 unassigned
 - 2. Hope to have some content compiled by March TFT meeting (3/16/15)
- D. Nominating Committee - 3 members to be elected during March meeting
- E. Reflections - annual PTA Art contest — Need someone passionate about art to start working for next fall
- F. Proposal to add new team to current TFT structure (Events, Fundraising, Support, Communications)
 - 1. Team name = Administration. Purview = PTA-related business, such as meeting requirements for “unit in good standing,” training, standing rules, etc.
 - 2. Vote taken: 8 aye, 0 nay