

# Together for Trillium

Meeting Minutes  
August 2015

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**Attending:** Johanna Norton, Stephanie Bliss, Reggie Bliss, Nikos Tzetos, Kieran Connolly, Apollonia Quale, Megan Kelley

## I. Communications Team

### A. TFT Website

1. Website looks amazing and is ready to go live. We would like to add minutes from previous meetings, photos of officers (perhaps, as the officers in question don't seem thrilled but photos but it may be nice for new families), Reggie is hosting so there is no monthly fee.

## II. Fundraising Team

### A. Script and chinook books

1. We need to come up with a new way to keep Scrip safe

### B. Dine-outs

1. Immediate need to concentrate on dine-outs before restaurant schedules fill up.
  - a) McMenamins, Pizzacato, Eddies, Burgerville, Salt & Straw, Mississippi Pizza

### C. Tuesday Treats

1. Ready to roll for the beginning of the school year and will be available for upperclass 8/25.

### D. Financial Report

1. Delivered by Nikos: today's balance is \$5000.31 actual balance is \$4646.42. We're current on reconciliation
2. Tax form is due Nov 5th and the treasurer will file

### E. Budget

1. Operations portion of the budget (supplies, licenses, childcare, insurance, bank fees, Internet, and misc) was over-budget last year by \$104.66.
2. Current acting President would prefer to not set a budget for an incoming president. Motion to approve an operational budget only postponing other budget items until TFT nominated and new president. New operational budget to will be increase from \$411.99 to \$600 and will be designated as such: add \$20 for supplies, increase licenses from \$75 to \$100, add \$180 for childcare, keep insurance at \$225, decrease bank fees from \$110 to \$60, and add \$15 for Internet fees. Motion approved by Reggie, Nikos, Stephanie, Apol, and Kieran.
3. Discussed potential ways to decrease our program budget:
  - a) decreasing budget for outdoor school by half because we didn't get many requests last year.
  - b) decrease our professional development budget while our funds are low. Kieran explained that right now Trillium has a large budget for professional development so perhaps TFT having an additional budget item for it is not necessary.

### **III. Events**

#### **A. Welcome Fair 8/19**

1. 11:30 set up, bring tablets/laptops to encourage new members to sign up at the fair, bring snacks from garden-grape or tomatoes.

#### **B. First Day Coffee replaced by Coffee Klatch on the last Friday in August.**

1. Kieran would like to reinstate Monthly Coffee Klatch
  - a) Consider a set day like the last Friday of the month. May not work because of scheduled days off.
  - b) Consider hosting an evening alternative for families that can't make it in the A.M.

#### **C. Staff Appreciation**

1. Going forward staff appreciation should be celebrated quarterly to help keep up morale instead of the traditional days in May.

2. Picks dates in Late October, Late January, Late April, and Staff Appreciation Dinner June 10th
  - a) Need to submit donation requests about 6 months in advance for many corporate donations (eg, beer, wine, etc.).

#### **IV. Support Team**

##### **A. Teachers Liaisons**

1. Present TFT to teachers
  - a) All staff meeting 3 week rotations- bring food to meeting
    - (1) Kieran said to wait until at least the 2nd meeting

Please note: minutes may be incomplete- secretary wasn't able to be present for about 1/2 of the meeting