

# Placer Elementary PTC General Meeting

Minutes: August 6, 2019

## **I. Call to Order:**

The General Meeting of Placer Elementary PTC was called to order at 5:48pm by Bob Kime in the school cafeteria at 8650 Horseshoe Bar Road Loomis, CA.

## **II. Roll Call:**

### **Present:**

Bob Kime, President  
Steve Weber, Vice-President  
Lindsay Katt, Secretary  
Matt French, Co-Communications Director  
Christine Gatz, Ways and Means  
Amy Nash, Principal  
Sara Swantco, Teacher

### **Absent:**

Tracie Tweet, Co-Treasurer  
Vicki Marshall, Co-Treasurer  
Jen Bovolick, Co-Communications Director

## **III. Approval of Minutes**

First meeting of the year; no minutes to approve.

## **IV. Administrative Reports:**

Reports were tabled to focus on Welcome Back BBQ planning

## **V. Committee & Event Reports and Updates**

### **1. Welcome Back BBQ – Steve Weber**

- BBQ will run the same way we did last year. Bounce House and insurance paperwork is in place. Kona Ice is coming and 20% of proceeds will go to PTC, we need to get word out to parents on that. Kristin is still trying to get response from face painter/balloon woman.
- Kristin and Steve will handle Costco runs and pull together the food.
- Sara has upper grade leadership kids that can volunteer to create signs, and set up the school tours.
- Amy spoke to the Kettle Corn provider that we've used in the past and they'll be happy to do any events and give a portion of proceeds to the PTC. You can prepay \$250 for 100 bags, or get 20% of each \$5 bag.
  - The group agreed that we'd have the kettle corn at harvest festival and that it was unneeded at welcome back bbq.

- Need volunteers for different stations. Amy passed out the sign up list and sent out to the group. The PTC is encouraged to recruit other parents as volunteers.
  - Amy will have the office staff print out the class lists to be placed in the Cafeteria.
  - Sara suggested that lists on tables with a teacher worked better to engage with the students as opposed to the list on the wall. Group agreed that tables would be used.
  - Amy/Office Staff is on supply list, class list and tables setup.
  - Christine will handle Sign up lists for Events and Committees to post in the Cafeteria.
  - Spirit Wear to pass out at event – Christine is meeting with Cassandra to look at the Spirit Wear merchandise.
    - Each new child receives a shirt at the BBQ
    - Staff will receive new shirts at the luncheon.
    - In the past we have given some merchandise out for a new signup.
    - Christine will look at what merchandise we have a large supply of that could be used for new membership signs ups at the BBQ.
    - Spirit Wear Prices will be kept at current amounts for the spirit wear table and online.
  - Amy will reach out to Joe and ask if a temporary account can be created to improve wifi accessiblilty for Tuesday night. “Guest” access was spotty last year.
2. **Teacher Welcome Back Luncheon** – Amy/Christine/Lindsay
    - After inventory of spirit wear is complete, will decide what shirts to gift the staff.
    - Amy/Lindsay/Christine to coordinate on duties. Amy will send out checklist.
    - 53 Staff total, probably 35-40 will attend.
  3. **Event Chairs** - We have chairs for Harvest, Daddy Daughter, Mother and Son, Auction, and Talent Show. Need a chair for Jog-a-thon, Christine stated she'd probably handle it. Amy sent out current list to the group.

## VI. Old and/or Unfinished Business

1. **Marquee** – The marquee should be arriving any day, Amy has been in close contact with company.
2. **New software/website** (Steve Weber) – As approved last year, Steve has been looking into a new software that would support the PTC Site and could handle membership signups as well as: spirit wear sales, class room lists, fundraising capabilities, etc. The software/website is MemberToolkit.com
  - a. Could take over for quickbooks and is compatible with PayPal.
  - b. Steve has been speaking with other PTC communication leads and they use “hooks” to get people to signup for membership. For example, create a digital directory and you must sign up for PTC to be

included and have access to the directory, or you must be a member to purchase spirit wear/event tickets online.

- c. Cost - \$750 per year. We are currently paying for webhosting, mailchimp, and quickbooks which could all be replaced with MemberToolkit over time.
- d. Bob – Any outside help that the PTC needs to hire to assist in the set up? Steve - In the future that may be the case.
- e. Amy noted that on the membertoolsite there is a higher version for \$900/yr. Steve will look into what the difference is, the higher priced version may provide setup support. The money was already allocated to pursue last year, so no vote is needed for Steve to continue to pursue.
- f. No photo release question is needed for the online signups, this is already covered by the parent portal.
- g. Steve will get the URL for the new site to Bob prior to him sending out the final reminder email to parents, this way parents can sign up online for the PTC prior to the event.

## VII. New Business

1. **Corporate Sponsorship Levels** – It was proposed to raise the Corporate Sponsorship amount to \$750, from the current ask of \$500. In order to encourage return business, the 9 businesses supporting us last year would be offered to return under the \$500 rate.
  - a. Corporate signs in the gym could be additional thanks, the gym is highly used and currently does not have any sponsorship displayed. Group agreed it was a good idea if we're upping the ask price.
2. **PTC Membership Levels** – It was agreed that a single rate for each membership level would be better than a range. Current rates are as follows:
  - Gold 200+
  - Red 100-200
  - Placer 50-100
  - Member 25-50

Our numbers from last year:

- Corporate - \$4500
- Gold - \$14,000
- Red - \$6800
- Placer- \$1000
- Member – \$1300

The new rates were agreed to be the following:

- Gold - 250
- Red - 175
- Placer - 100
- Member – 50

Last year a \$500 “All in” Package was suggested (tickets to all events for the year.) Nixed last year due to difficulties tracking, but with new software it could be easier through personalized promo codes. Agreed to keep BBQ focused on membership and not overload what we are trying to add to the new software transition.

### **VIII. Next Meeting**

Group agreed that PTC meetings would be held on the first Monday of the month at 5:30pm (accept for holidays or special events/breaks).

Meeting Schedule 2019-2020:

September 9<sup>th</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>, December 2<sup>nd</sup>, January 13<sup>th</sup>, February 3<sup>rd</sup>, March 2<sup>nd</sup>, April 14<sup>th</sup> (Tuesday), May 4<sup>th</sup>, June 1<sup>st</sup> (year close-out)

**\*\*An additional meeting was scheduled prior to Back to School Night, on August 20<sup>th</sup>**

### **IX. Adjourn the Meeting:**

Meeting adjourned by Bob Kime at 7:54 pm.

Submitted By: Lindsay Katt, Recording Secretary for Placer PTC