



# Meeting #1

Cubberley Elementary School - PTA  
3201 Marathon Drive  
San Diego, California 92123  
Phone: 858496807

**Project:** - PTA Meetings  
3201 Marathon Drive  
San Diego, California 92123

## Sept. Executive Board Meeting Minutes

**MEETING DATE:** 09/08/2020      **MEETING TIME:** 6:00 PM - 6:30 PM Pacific Time (US & Canada)

**MEETING LOCATION:** Zoom      **VIDEO CONFERENCING LINK:** <https://us04web.zoom.us/j/79633119265>

**OVERVIEW:**

**NOTES:**

**ATTACHMENTS:**

**ATTENDEES:**

Name	Company	Phone Number	Email	Attendance
Mariah Foster	Cubberley Elementary School - PTA	Tel:	mmd.taramasco@gmail.com	
Sarah Knox	Cubberley Elementary School - PTA	Tel:	sarahaknox10@gmail.com	
Richard Martinez	Cubberley Elementary School - PTA	Tel:	rmvshouse@gmail.com	
Magdalena Ruvalcaba	Cubberley Elementary School - PTA	Tel: (858) 496-8075	mruvalcaba@sandi.net	
Shannon Young	Cubberley Elementary School - PTA	Tel:	skayyoung@gmail.com	

### Welcome

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Call Meeting to Order				Open
<b>Official Documented Meeting Minutes:</b> Meeting called to order by Richard at 6:05 PM.						

### Set Regular Meeting Dates

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Monthly Meeting Dates				Open
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>• Meetings will be changed to the 3rd Monday or Wednesday of each month. (Richard will confirm shortly.)</li> <li>• Meeting will run from 6 PM - 6:30 PM.</li> <li>• Tentative meeting will be September 21 or September 23rd.</li> </ul>						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Cubberley Elementary School - PTA if there are any discrepancies or questions with the content of these minutes.



# Meeting #1

Treasurer's Report						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Budget				Open
<b>Official Documented Meeting Minutes:</b> <ul style="list-style-type: none"> <li>As of May 2020 there is a balance of \$4088.56.</li> <li>No statements recorded for June/July 2020</li> <li>Richard and Sarah to meet and go over each line item on budget - TBD</li> <li>Add Teacher Appreciation as a line item.</li> </ul>						
3.2	1	Release of Funds				Open
<b>Description:</b> Website cost for the year - \$162 Domain cost for the year - \$24						
<b>Official Documented Meeting Minutes:</b> Release of funds for \$162 to Sarah Knox and \$24 to Richard Martinez - Motioned: Mariah // Seconded: Magdalena - Approved.						

Potential Activities						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Potential Actives				Open
<b>Official Documented Meeting Minutes:</b> Activities will be focused on Spring and online:  <b>Spring:</b> <ul style="list-style-type: none"> <li>Jog-a-thon</li> <li>Camp Out</li> <li>Movie Night</li> <li>Art Corp</li> </ul> <b>Online/Social Media:</b> <ul style="list-style-type: none"> <li>Friday Spirit Day               <ul style="list-style-type: none"> <li>Sale of Cubberley Merchandise                   <ul style="list-style-type: none"> <li>Inventory Pick up on Friday at 8:10 AM - Sarah</li> <li>Delivery of ordered items (if needed) - Mariah</li> <li>Pick up of Mascot - Sarah</li> </ul> </li> <li>Focus on Blue and Gold</li> <li>Parents send pictures</li> </ul> </li> <li>Halloween Costume Contest</li> <li>Name the Mascot</li> <li>Feature teacher artist to lead drawing</li> </ul>						
4.2	1	Social Media Presence				Open
<b>Official Documented Meeting Minutes:</b> Social media sites will be updated by Mariah and Sarah.  <b>Areas of focus for future posts:</b> <ul style="list-style-type: none"> <li>Meeting dates and times</li> </ul>						

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- How to join meetings
- Link area for question/comment submission to Facebook.
- Census - verbiage will be approved by team
- Flag Announcements//Peace Builders Pledge
- School Site Council Voluteers

Membership						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	PTA Membership				Open

Other						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Review of LY 2019/2020				Open
<p><b>Description:</b> Review of activities from previous year</p>						
<p><b>Official Documented Meeting Minutes:</b> Reading Buddy/Cougar American Girl Doll Holiday Program/Silent Auction Year book</p> <ul style="list-style-type: none"> <li>• Order from last year - Richard to look into payment/deposit/received.</li> </ul>						
6.2	1	Banking				Open
<p><b>Official Documented Meeting Minutes:</b> Richard to get Sarah set up at bank. Appointment for this TBD.</p> <p>Needed:</p> <ul style="list-style-type: none"> <li>• Minutes from Board Election Meeting - Sarah</li> <li>• Letterhead with Officers outlined - Sarah</li> <li>• Appointment set - Richard</li> </ul>						
6.3	1	Kearny Cluster				Open
<p><b>Official Documented Meeting Minutes:</b> Sign up for next meeting - Richard and Mariah Connect with Amy. Learn more about who to write to secure funding for future.</p>						

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