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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mariah Foster</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:mmd.taramasco@gmail.com">mmd.taramasco@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Sarah Knox</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:sarahaknox10@gmail.com">sarahaknox10@gmail.com</a></td>
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</tr>
<tr>
<td>Richard Martinez</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:rmvshouse@gmail.com">rmvshouse@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Magdalena Ruvalcaba</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel: (858) 496-8075</td>
<td><a href="mailto:mruvalcaba@sandi.net">mruvalcaba@sandi.net</a></td>
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<tr>
<td>Shannon Young</td>
<td>Cubberley Elementary School - PTA</td>
<td>Tel:</td>
<td><a href="mailto:skayyoung@gmail.com">skayyoung@gmail.com</a></td>
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Welcome

Official Documented Meeting Minutes:
Meeting called to order by Richard at 6:05 PM.

Set Regular Meeting Dates

Official Documented Meeting Minutes:
- Meetings will be changed to the 3rd Monday or Wednesday of each month. (Richard will confirm shortly.)
- Meeting will run from 6 PM - 6:30 PM.
- Tentative meeting will be September 21 or September 23rd.

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.
Treasurer's Report

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
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<td>Budget</td>
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Official Documented Meeting Minutes:

- As of May 2020 there is a balance of $4088.56.
- No statements recorded for June/July 2020
- Richard and Sarah to meet and go over each line item on budget - TBD
- Add Teacher Appreciation as a line item.

| 3.2| 1              | Release of Funds|            |          |          | Open   |

Description:
Website cost for the year - $162
Domain cost for the year - $24

Official Documented Meeting Minutes:

Potential Activities

<table>
<thead>
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<td>4.1</td>
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<td>Potential Actives</td>
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Official Documented Meeting Minutes:
Activities will be focused on Spring and online:
Spring:
- Jog-a-thon
- Camp Out
- Movie Night
- Art Corp

Online/Social Media:
- Friday Spirit Day
  - Sale of Cubberley Merchandise
    - Inventory Pick up on Friday at 8:10 AM - Sarah
    - Delivery of ordered items (if needed) - Mariah
    - Pick up of Mascot - Sarah
  - Focus on Blue and Gold
  - Parents send pictures
- Halloween Costume Contest
- Name the Mascot
- Feature teacher artist to lead drawing

| 4.2| 1              | Social Media Presence|            |          |          | Open   |

Official Documented Meeting Minutes:
Social media sites will be updated by Mariah and Sarah.
Areas of focus for future posts:
- Meeting dates and times

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Meeting #1

- 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 Volunteers

### Membership

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### Other

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- **Description:**
  Review of activities from previous year

- **Official Documented Meeting Minutes:**
  - Reading Buddy/Cougar
  - American Girl Doll
  - Holiday Program/Silent Auction
  - Year book
  - Order from last year - Richard to look into payment/deposit/received.

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- **Official Documented Meeting Minutes:**
  - Richard to get Sarah set up at bank.
  - Appointment for this TBD.
  - Needed:
    - Minutes from Board Election Meeting - Sarah
    - Letterhead with Officers outlined - Sarah
    - Appointment set - Richard

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<td>Kearny Cluster</td>
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- **Official Documented Meeting Minutes:**
  - Sign up for next meeting - Richard and Mariah
  - Connect with Amy.
  - Learn more about who to write to secure funding for future.

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