



Parent Faculty Club Meeting

September 10, 2023 – 9am- 10am

Present: Melissa McClure, Malin McKinley, Christine Grady, Sarah Parizeau, Kristin Marsilio, Alexandra Chernukah, Erin Huang, Holly Gibson, Tiffany Shuttleworth, Veronica Miller, Amberly Brown, Summerly Nava, Ciara Humphreys, Amber Amodeo

- Announcements

- Sign up on PFC Event Calendar
 - Sign up for a clean up slot, a set-up slot and one working during the event slot.
 - If you are charing the event it counts as one slot

- Operation

- PFC Google Calendar is available
- Need to decide who will update it
 - Co-president and Event Coordinator will be responsible for updating. Erin can update quickly as last minute back up.
 - Calendar should display Board Meetings, Assemblies and PFC coffee
- PFC Website
 - Privacy and photo consent - parents sign waiver in Aeries. Will ask district for clarification on opting out and how it is recorded/registered.

- Direct donation

- Class competitions will start tomorrow Monday
- Teachers (not room parents) are responsible for pushing the information to parents through Parent Square
- Current participation is at 27%
- Current commitment is \$67,647

- Up for Vote

- Buy New Tiger Costume: \$340

Voted - All in favor

- Discussions

- Budget for Events

- Event Chairs should check with Treasurers (Holly & Kristen) for specific budget available.
- Sponsorships - Christine has done great job at securing local sponsorships.
- For now 20% of sponsorship money will go to the event. The rest will end up in the general PFC bucket.
- Event chair should go to Christine if they have ideas of sponsorship she will reach out to the company.
- Question - can we allocate different percentage to bigger events like trunk or treat?
- Moving forward let's think about adjusting sponsorship form for future. We can make it event specific and not just 20% across all event
 - Make sure to stay PFC and not have too many sponsors for each event.

- Facilitron

- Make Facilitron it's on line item in the budget instead of adding the cost to each event.
- Cost has always been covered by PFC general budget, not the event budget itself.
- Check with district to make sure what we are paying for and what we can ask staff to do during an event.
- Upcoming event details to be booked in Facilitron: Science Fair is Wednesday/Thursday however only Thursday needs to be booked 4-7pm. Same for Multicultural Fair. It will take place Friday before Veterans Day 4-7pm.

- Outgoing Board Members

- Treasurer needs to be trained Feb/March due to booster packet being submitted. District wants to know what is happening for upcoming year
- Amber might want to take over treasurer position

-

- PFC Emails and Board Member Contact info

- Add tabs in goole master spread sheet

- Upcoming Event Chairs Needed

- Co-chair for movie night in December

- Audio/Visual Chair
 - Family Dance Chair
 - Summer Kick Off Chair
- Bylaws:
- Tiffany will update the bylaws
 - Clarify each new board member role and their responsibilities for update
 - Kristin will send last years booster packet to Tiffany
 - PFC stands for Parent Faculty Club and will continue to do so.
 - Bylaws will be posted to website once they are updated

- Next board meeting is October 24th over Zoom -