



**Parent Crew Foundation  
Meeting Agenda  
Monday August 22, 2022  
5:00pm – REMS Conference Room**

**In attendance:**

Allie Waltee – President  
Bri Mowen – Vice President  
Ashley Cammack – Secretary  
Brooke DiDomenico – Treasurer – VIA ZOOM  
Rachael Kelley – Communications Director  
Lindsey Smithson – Member at Large  
Trena Hand – Principal  
Cari Lazarony – Staff Liaison

**I. Welcome**

- Motion to approve July Meeting Minutes made by Rachael, seconded by Bri. All in favor, motion approved

**II. New Business**

**III. Principal Report**

**A) Voyages**

- All transportation has been booked for all fall
- There is an extreme need for chaperons, especially Dad's
- Increase in parents asking to opt out this year
- Set up testimonies from previous parents and students to help promote benefits/growth from/experience of voyage trips. Lindsey has created google drive to share testimonies

**B) Volunteers**

- Need for volunteers for lunches; crosswalk duty is operating well with staff
- Crew parent list complete
- Building Leadership Team meets next week to begin planning activities
- Need for volunteer to help with stamping envelopes after stuffed and sealed
- Need for moving content on CD to google drive, details uncertain at this time

**IV. Officer Report**

**A) President**

**i. RAD**

- Special incentives from Boosterthon
- Donation tracker for classrooms/individual/other; proposed earnings being reviewed by Trena

#### ii. RAD Sponsorships

- a) [Sponsorship Intro Letter](#)
- b) [Sponsorship Package Details](#)

- \$250 - \$2500 packages available
- Reach out to community/businesses especially those geared towards kids
- Rachael to manage including social media schedules

#### iii. RAD Schedule

- Presented schedule created by Rachael
- Kendra to run volunteer needs
  - a) Check-in outside with generated list from Sign-Up Genius; Cari will input into check-in system
  - b) Rachael to sent out volunteer specific protocol
- Allie and Rachael to get out schedule to teachers/staff

#### iv. Crew Parents

- Some parents co-crew. Expectations and asked responsibilities to be shared
- Regarding RAD: observe outside activities only due to indoor safety and control. Volunteers to wear neon sticker inside building for identification
- Teachers to invite crew parents to watch one outdoor event at specific time
- Siblings are not to participate in events due to liability

#### v. Board Sponsored Event Expectations

- Liability insurance falls on us at board sponsored events therefore must have board member present at all times during event
- Open board meetings and listening meetings to encourage parent/community involvement and understanding of board responsibilities and discussions

#### vi. Volunteer Protocol and Front Desk Interruptions

- Asked board members to be mindful of presence in front office including parent interactions
- Operate and act as board members and volunteers with clear understanding
- cc Allie on all board-need specific emails/communications

### B) Vice-President

#### i. Online Store

- Store ordering is now Live!

- Crew parents and teachers to share link with parents to begin ordering

- ii. Carnival Recap

- Overall positive feedback received

- Lauren interested in chair again next year, thank you gift completed

C) Treasurer

- i. Budget Update

- Motion to approve budget as is made Allie, seconded by Rachael. All in favor, motion approved

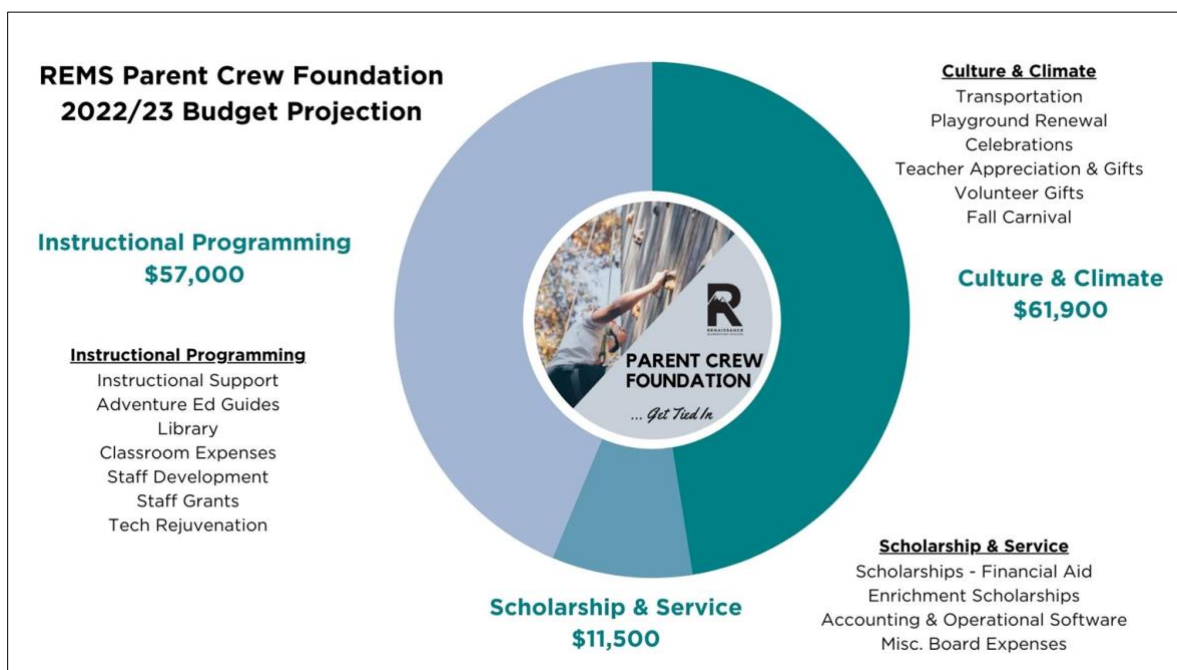
- ii. Book Fair

- Week of November 14th

- Grab and Go Gear Swap outside of fair entrance

- Tabled for September meeting

- iii. Budget pie chart prepared



D) Secretary

- Pending total amount collected from this coming week's Spirit Night

E) Staff Liaison

- i. Carnival Response from Staff

- Overall excited response, great set up and love for the cotton candy stand

- Asked to consider date scheduled next year ie 2<sup>nd</sup> week of school

- Asked to have volunteers help usher parents/guests and students to walk around back of building with more directional signage

- Mr. Ken will leave mops and cleanup supplies to use next year; Trena will ask custodian to come night of event to help with bathrooms stocks and cleaning
- Lindsey asks for first aid kit easily accessible
- Need volunteers to monitor bathrooms next year

#### F) Director of Communications

##### i. [Proposed RAD Schedule](#)

- Presented complete schedule
  - ii. Social Media
    - a) Spirit Night (8/26/22)
    - b) Picture Day (8/29/22)
      - a) 6<sup>th</sup> graders October 3
    - c) Volunteer Breakfast (8/29/22)
    - d) Car-Line & Lunchroom Volunteers
- Will cancel car line volunteer need, boost need for lunchroom
  - e) Voyage Volunteering
  - f) RAD teasers & sponsorship info
  - g) Parent Voyage Info night
- Suggestion to host info night ie experience, gear lists, general info
  - h) Parent Crew Newsletter
- Tabled at this time

#### G) Member-at-Large

##### i. Milkshake Monday

- Monday September 19<sup>th</sup> or 26<sup>th</sup>
- Afternoon snack from Shake Shack with order form sent to classroom

##### ii. Colorado Gives Day

- Matching donations after profile set up for parents to share link to community friends and businesses
- Can go live September 1<sup>st</sup> and start advertising
- Day of Giving December 6
- Additional foundations being looked into - Get Outdoors Colorado and Gates Foundation

#### V. Old Business

#### Adjournment

Motion to adjourn meeting made by Rachael, seconded by Lindsey. All in favor, motion approved

Next board meeting Wednesday September 28<sup>th</sup> at 5pm

Open parent meeting Wednesday September 14<sup>th</sup> at 5pm