



**Parent Crew Foundation
Meeting Minutes
October 25, 2023
5:00pm - REMS Conference Room**

In attendance:

Allie Waltee – President
Ashley Cammack – Vice President
Brooke DiDomenico – Treasurer
Leslie Bauer – Secretary
Rachael Kelley – Communications Director
Natalie Wong – SAC Chair Representative

- I. Welcome
- II. Approval of Previous Meeting Minutes: **Motion made 9/13 via email/text 1st Allie, 2nd Brooke. Motion approved.**
- III. Good News Shares
 - a. Made almost 50k at RAD
 - b. Science starts next week in Ms. Joanna's crew
- IV. Principal Report
 - a. Updates to come via Allie's meeting with Ms. Trena 10/27
- V. Staff Liaison Report (via email)
 - a. Thanks for the staff appreciation and RAD support to our school
 - b. Teachers prefer prizes given out the final day of RAD, rather than throughout the week
 - c. Is Coffee Cart available regularly? Not necessarily for free.
 - d. Teachers miss the service projects from RAD of previous years. Can we bring it back?
- VI. Old Business
 - a. Grant offered \$500 to the MLO Committee. **Motion made 9/25 via email/text 1st Ashley, 2nd Rachael. Motion approved.**
 - b. Decision to use One Cause for auction software. **Motion made 9/22 via email/text 1st Brooke, 2nd Rachael. Motion approved.**
 - c. Ordering tumblers as Crew Parent mid-year gifts. **Motion made 10/17 via email/text 1st Leslie, 2nd Rachael. Motion approved.**
 - d. Community building: Movie on the Lawn successful. SAC/PCF Huddle with Ms. Trena re MLO/Bond terrible turnout. Ms. Trena prefers not to host again. PCF will continue with community/crew building focus.

e. Duffles v rain gear: REMS rain gear is too expensive. Perhaps find coupons for Patagonia, REI, etc. to promote sales instead. How to get parents to see the importance of proper gear? Allie proposed a PCF hosted Adventure Ed/Gear Swap night as our next Huddle with Ashley speaking. Natalie proposed a virtual/video (incl. quiz) to supplement for those who cannot attend, but will still require acknowledgement of proper gear importance. TBD. Sidenotes: Ashley to inventory voyage gear closet and PCF to supplement. Box will be in the front lobby to begin collecting donated gear.

VII. Officer Reports

a. President

i. Auction

a) Co-chairs: Fiona Lanciaux, Sally McCance, Amy Lamm, and Rachel Leung; PCF to provide support; Megan Maltbie and Eliza Beste on committee as well.

b) Find an MC, rather than auctioneer: Josh, Zach, Molly, Heather, Leslie's mom mentioned

c) Food truck v dinner v heavy appetizers v caterer: PCF preference is for easiest option. Table, chairs, linens provided by the library. Bartender (licensed?) needed.

d) Large trips as big ticket auction items didn't go well last year. New ideas for big ticket items welcome. Group events sold well. Let's do some again, and more. Total 12-15 live auction items needed.

e) Ticket price: \$65ish per person. Official price TBD based on food decisions. Yes, early bird option. No, couple option. Debate regarding paying for staff tickets...behavior last year wasn't great.

f) Procurement: Sponsorship entry threshold to be lowered for more traction. Rachael to revamp the procurement document.

g) To continue auction in years ahead?

b. Vice President

i. Cruise fundraiser: Brianna Ranger to lead. No PCF involvement. June dates to Caribbean destinations via Carnival cruise line. Disney add-on option proposed. PCF vetoed Disney...needs to be either/or. Ashley will relay info to Brianna.

ii. Additionally, Brianna Ranger wants to donate a basket for raffle. PCF will propose that it's better as an auction item. Ashley will relay info to Brianna.

iii. Passive fundraising: King Soopers card promotion and Big Bin (clothing donations in parking lot) re-invigorated via all channels. Leslie to look into Shoparoo/Shoe Drive as options to replace boxtops, etc.

c. Treasurer

i. \$20,094 staff grants awarded.

ii. Brooke will discuss Ms. Erin's basket raffle with Jen Laymen, and remind Ms. Erin of grant money availability.

- d. Secretary
 - i. Teacher Appreciation: Taylor Sands no longer leading. Heather Ridges/April Beaty proposed as replacements. Leslie to reach out to co-lead.
 - ii. OLE: Ewing to deliver pea gravel/mulch Friday afternoon. Cold/snowy weather Saturday may result in prioritizing projects.
- e. Director of Communications
 - i. \$47,760 raised. (+2k declined credit cards Rachael is tracking down for alternative payments)
 - ii. Booster wants commitment for next year by 11/6 to guarantee our preferred date. Multi-tier options: currently 60/40 split with Booster (REMS 60%) with full Booster support. Lower support tier (but still some!) gives REMS more take-home (75%). PCF decision for lower support option. **Motion made 1st Brooke, 2nd Ashley. Motion approved.**

VIII. New Business

- a. Red Envelope: Kickoff date (Dec. 1) via all channels. Last date for donations Dec. 15. Delivery Dec. 18. PCF dinner/meeting Dec 16 will be for donation counting, check writing, bundling/wrapping with staff gift (tumbler)
- b. Holiday adoptions: 113 families and counting. Wrapping (with students) Dec. 1 in the library to come through as crews, not in classrooms as in the past. Parent volunteers coordinated through Kendra. Wrapping (for parents) in gym Dec. 2. Notifications via
- c. Lunch snacks: process is a mess. Natalie to discuss with Ms. Trena as SAC concern.
- d. Member at Large position: to fill or not to fill. If not, bi-laws need to be re-written to remove that role. TBD.
- e. Allie is out of town Nov. 4-16. Also, Allie will be on medical leave Jan. 10 and return TBD.
- f. SAC
 - i. Volunteer requirements for parents, grandparents, community members, etc. ALL listed on REMS website. That is to include the virtual “crew camp” training video.
 - ii. Review volunteer expectations (core values, submit hours in TiF, etc) communicated early second semester via all channels. Natalie to write verbiage.
 - iii. Grant money graphs provided by SAC to be shared with the REMS community. 20K granted with majority benefitting whole school; spent on supplies, infrastructure, professional development (in that order)
 - iv. Future crew building
 - a) Friendsgiving “REMSgiving”. Goal is Nov 2 5:30-7:30. Potluck style for families with Bingo to win turkeys. Cafeteria and gym utilized. Brooke to request building use. Natalie to get Ms. Trena approval and spearhead. Promotion via all channels.

IX. Adjournment. **Motion 1st Allie, 2nd Brooke. Motion approved.**

Next Board Meeting:

November 29, 2023; 5pm; REMS Conference Room