

## **PAC Meeting Minutes 10-18-18**

### **Roll Call**

Meeting called to order at 12:34pm.

Present at the meeting was Heather Harrison, Virginia Morgan, Susanna LaRock, Tommy Gossard, Kathy Recken, Rachel Sullivan, Tanisha Walters, and Barbara Nelson.

### **Agenda**

Rachel added sweatshirts as fundraiser to new business, and Virginia added a money request to the Treasurer's Report. Virginia made a motion to pass amended minutes and Kathy seconded. Agenda approved.

### **Minutes**

Outstanding action items were reviewed. Tommy shared that he discussed the community member position with previously identified people and interest was expressed by JB Weber. We would need to change the meeting times as it would conflict with her library shift. She would enjoy the opportunity to work as a liaison between the library and the school. Virginia made a motion to approve minutes and Kathy seconded. Minutes from 8.29.18 meeting were approved.

### **Addition of New Members**

It was discussed that instead of putting people on the spot and asking them if they would like to join in future meetings we will take this time to welcome everyone to the meeting, and open it up for any questions about the function of the PAC.

### **Filling of Secretary Position**

The position of PAC Secretary is now vacant, as Jessica Larsen, our former secretary, is moving. All attendees were invited to fill the position. No one volunteered, and until a new secretary is appointed, Heather will take minutes. Virginia will help with editing, solicit agenda items for Heather, and post notices of meetings via email. Jessica Larsen did an amazing job and will be very missed as a member of the PAC. **AI (action item)- Virginia** will ask Linnaea to make a thank you card for Jessica Larsen and Susanna will keep it in the office for anyone to sign.

### **Reports**

#### **-Principal**

Mr Hayman sent an e-mail that Tommy shared. On October 30th at 6:00pm there will be a district wide budget meeting that Cooper Landing is welcome to join via the internet. If anyone is interested in attending we can set up at the school and link in. Nobody expressed any interest in attending the meeting.

#### **-Teacher**

On October 29th the primary kids will be participating in a teleconference originating from the east coast titled, "Making Monsters".

On November 1st grades 7-10 will be going on a field trip to Avalanche Escape in Anchorage. This is an escape room titled *Blitzkrieg*. Tommy, Krissy, and Heather will be attending as well.

Description:

Players will join an Allied commando team tasked with stealing a mysterious artifact from a secret vault controlled by the mystical and enigmatic Brotherhood of the Black Sun. With challenges and

puzzles inspired by the most ruthless military geniuses of WWII, this heart-pounding adventure developed by Labyrinth Portland will change the fate of millions!

November 1st and 2nd is parent teacher conferences, and Tommy will be scheduling them all week, with the exception of November 1st.

On November 8th the school will be participating in "Stack Up", a Guinness World Record Event. The kids will be stacking cups for 30 minutes, and Paige Booze will be there helping. The whole community is invited to participate. Hunter will be making food as part of his home ec class. Virginia will be subbing for Tommy that day.

### Field Trips

The school has received an arts grant of \$590. Two large productions that will be going on are "The Nutcracker", November 23-25, and "The Sound of Music", February 19-24. Discussion ensued regarding which event we should attend. The only showings are in the evenings or there are weekend showings at 2:00pm. These options were not popular, and Heather noted that the money could be used for smaller shows that would be available during school hours. Virginia shared with us that the museum is having two events, "What/Why/How we Eat" opens February 22nd and also "The Power of Energy." Tanisha voiced that she felt the money would be best spent on something that is a one-time opportunity for the kids, and that the "Sound of Music" is an amazing opportunity. It was then decided that we would go to the "Sound of Music" on February 22nd at 2:00pm. Virginia noted that the museum show opens that day as well, and it would be possible to do both. Also discussed was that the grant will go toward paying for the kids to see the show, and parents that wish to attend will be responsible for paying for their own tickets. **Al-Tommy** will look into the cost and e-mail all the parents.

Barbara Nelson asked about the best way to be added to the list of houses available for trick or treating. Tommy explained to her that one just needs to call the school and say they would like to be on the list.

### Treasurer

Virginia reported that there have been no changes to the fund since the last meeting. The current balance of the PAC fund is \$6367.48.

There has been an inquiry regarding the PAC buying a Library Sweepstakes ticket, as it has in the past. It was voted unanimously that a ticket would be purchased.

Tanisha inquired about a previously discussed field trip idea of going to Chena Hot Springs. She voiced that she felt it would be a great option. Virginia suggested more information was needed about the specifics of what the cost would be and educational activities available. **Al-Tanisha** agreed to look into the details.

Rachel introduced the idea of the older grades going on a field trip to Juneau to study the government proceedings there.

### New Business

#### Holiday Market

At this time the interested vendors may outnumber the spots available. Virginia suggested that we use spaces previously reserved for the cake walk and kids' activities for additional vendors. This was agreed upon. Heather suggested that we keep the swags at a location out of the gym and just have a

couple on display near the bake sale and bring more in as needed. Heather also suggested that we expand the market area to include the classroom. Virginia is concerned that vendors will be unhappy with the space as it will be unlikely to receive as much traffic. Tanisha pointed out that some vendors, herself included, may prefer the quitter space.

Rachel recommended that we raise the price for the vendor space for next year. The current price of \$20 is low compared to similar events. This was agreed.

Many of the new vendors are Multi-Level Marketing companies. Melissa and Rachel both expressed concern that these groups can be undesirable as they are tougher for local vendors to compete with. It was suggested that we do not allow MLMs to purchase booths at the market. The concern here is that our local DoTerra MLM vendor is always well-received, and we would not want to exclude her. It was discussed that we could move the MLMs to the classroom. It was decided that it will be allowed for this year, and the locations will be decided later. Melissa pointed out to make sure that the MLMs are actually bringing merchandise to sell, and not just trying to sign people up. It was agreed that any MLM vendors will be required to have merchandise available to get a booth. Heather voiced that she feels that we should expand the market as much as possible to increase the PAC's earning potential, by opening up the classroom and accepting MLMs with afore mentioned conditions.

Virginia explained the Holiday Market tasks, and we decided it would be easiest for her to assign jobs, since not all families were in attendance. **AI-Virginia** will e-mail a list of the **market duties and assignments (included below these minutes)**. If there is a problem with your assignment, let her know, and she'll try to rearrange. The main fundraising portion of the market is the soup and baked good sales. Melissa volunteered to make calls requesting donated soups and baked items. It was discussed in the past that we had someone at the street in a Santa costume. **AI-Rachel** volunteered to ask John Thomas if he would be willing to be Santa. Barbara will be available to set up on Friday and all day on Saturday.

It was discussed what kind of bowls will be needed for selling the soup, and how many we will need. Melissa suggested that we offer a discount to people who bring their own vessel. This was agreed. Tanisha suggested that for next year we have some reusable soup bowls with the Cooper Landing School logo available for purchase with the soup. This is becoming a common practice at many events and promotes environmental responsibility. This was agreed. **AI-Tanisha** will look into some cup/bowl options.

#### Sweatshirts

Rachel has suggested that Cooper Landing School have some sweatshirts printed with a new logo designed by Katie Feichtinger. She would like a way for kids, parents and friends to express how great our school is and how much we appreciate it. It was discussed whether this should be developed as a fundraiser and decided that we would consider that later, but in the meantime would have something available for people to buy individually to begin with. Melissa researched a company, Spreadshirt, that allows each person to pick the article of clothing he/she would like the logo to be printed on. It was discussed that we already have a lynx that we can currently use, but it was decided that it would be more marketable as an original Katie design if we move forward with using the logo as a part of future fundraising.

Heather brought up a fundraiser that she had previously looked into at the end of the previous school year. Papa Murphy's has a fundraising program that allows coupon cards to be purchased for \$4 and the retail price is \$10. The cards are pre-purchased and become the property of the seller. Kathy suggested that we buy 50 cards. It was voted and agreed unanimously that 50 cards would be

purchased, and made available to sell at the market. Virginia recommends, as we explore additional fundraising options, that we concentrate these efforts at the market, rather than separately.

Tanisha suggested that we explore having a social event in the form of a multi-school dance. We could invite Hope and Moose Pass to be a part of the event. Kathy suggested inviting the families as well. It was agreed that this should be discussed further. **AI: Heather** will add it to the February agenda.

### **Unfinished Business**

None

### **Adjournment**

Meeting adjourned at 1:42, Holiday Market planning meeting on November 7, 12:30pm, next regular meeting on February 20, at 12:30pm.

## **Holiday Market Duties/Planning Below**

### **Holiday Market Planning Update**

**Parents:** Brandon/Heather, Tommy/Virginia, Barbara, Erick/Melissa, Adam/Rachel, Zack/Tanisha, Ray/Deanna, Robb/Evie Jobs have been assigned.

Let Virginia know if any assignments need to be rearranged. (Adam, Erick, and Evie will all be out of town.) Additional help is always needed for setup, cleanup, and unexpected things that come up, so feel free to volunteer additional time. Heather, Virginia, and Barbara have all volunteered to help wherever needed, the entire day. The Aluminum Can Roundup has been scheduled for the same day, so Tommy will only be available early in the day.

**Soups/baked goods:**

Requests: Phone calls to request donations (Update Virginia with the list of donors' emails, so they'll receive the follow-up/reminder email, with all the important details.) **Melissa**

- Soups in crockpots (about 10, need to be delivered, hot, no later than 11:30am Saturday)
- Baked goods (25? Need to be delivered Friday or 9-10am Saturday)

Kids can help with sales, as appropriate.

Make sure we have 100+ bowls and spoons. (Price bowls according to size we have available.)

Laura has decorations (table cloths, poinsettias, etc.). Santa suit? Decorate food tables Friday afternoon.

Possible Donors	Email address	Soups	Baked Goods
Brandon Harrison		1	1
Virginia Morgan		1	
LaDonna Herbert			
Melissa Fish		1	1
Charlotte Osoweicki			
Rachel/Adam Sullivan			
Jen Harpe			
Arden Rankins			
Shane Farley			
Theresa Norris			
Marypat Montana			
Barbara Nelson		1	1
Tanisha Walters		1	1
Robb/Evie Bear			
Ray/Deanna			

	Adult
9:30am-11:30pm	Heather
11:30am-1:30pm	Melissa
1:30pm-3:30pm	Deanna

**Swags:**

Swags will be made during school hours. Sell swags and follow up on previous sales. Kids can help people carry swags to vehicles. Please help make bows at the school!

	Adult
9:30am-11:30pm	Barbara
11:30am-1:30pm	Deanna
1:30pm-3:30pm	Zack

**Advertising:**

Crier and flyers (may ask for help posting flyers around town and in neighboring communities.) **Virginia/Krissy**

Wear Santa suit at Bean Creek entrance Saturday morning. **Rachel asking John Thomas ??**

**Map/layout: Virginia**

Mark 8x8 spaces on gym floor, Thursday or Friday before event.

**Setup/Cleanup:**

Pick up tables from hall on Thursday or Friday. **Heather/Brandon**

Friday, 2pm. Set up according to map. Chairs at each table **Virginia/Heather/Barbara/others?**

Clean-up: More hands make for quicker cleanup! **Rachel/Tanisha/Robb/Ray/other?**

Return tables to hall Saturday after event. **Heather/Robb?**

**Signs:**

Confirm that we have sandwich board signs and one for the school sign. Tape to sandwich boards. Set out at 9:45am at each Bean Creek entrance and one on the school sign. **Tommy**

Take signs down at 3pm. **Ray**

**Vendors: Virginia**

\$20/space; \$5/table, if not bringing own (PAC decided to raise the rates in 2019.)

Application and payment need to be returned by Nov. 8. Must commit to being there the entire day.

Setup begins at 9am. Must be ready to sell by 10am. Closing will begin at 3pm.

**23 vendor spaces available in gym. May place some vendors in classroom. Might scrap cakewalk.**

Vendor Name	# booths	# tables	item selling
CL School		3	baked goods, soup
CLS swags		1	Swags
Cake walk ??		1	
Pat Dye	1	1	wooden bowls, plates, utensils
<b>Tanisha Walters</b>	<b>2</b>		<b>Kaia crafts, acupuncture</b>
Kara Moore	1	1	Usborne books
Summer Cabin Originals	1	0	hand painted glass/ornaments
<b>Kristine Route</b>	<b>2</b>	<b>0</b>	<b>professional photography/Santa</b>
Linnaea Gossard	1	0	cards
Crown Point Cards/Jewelry	1	2	cards, jewelry

Ladonna Herbert	1	1	scarves
Rachel Jean Sullivan	1	1	hats
Amanda Hughes	1		LuLaRoe clothing
Moose Pass School	1	0	2019 calendars, henna tattoos
Kate Stevenson	2	2	
Alicia Glessing	1		Pampered chef
Tasha Reynolds	1		Zyia Active
Madelyn Walker	1	0	wool skirts, accessories, kids clothes
Samantha Evans	1	1	Perfectly Posh
Sharon Koecher	2	0	wool mittens, hats, etc
Joanne Jenkins	1		Jamberry
Pending local business?	1		
Sunrise Inn	1		
Total Booths and tables	24	14	