

**Birchtree Parents Guild
Board Meeting Minutes
7 March 2013**

BPG Members Present: Lori Berrigan, Heather Betts, Jennifer Budde, Heather Lee, Lora Mahoney, Amy Sharrer.

BPG Members Absent: Kristy Shea, Jo Terwilliger,

Others present: Erin Cross, Olivia Holland, Melanie Keenan, Laura Sampson, Lisa Shield.

Board Chair called meeting to order at 3:45pm.

AGENDA: *Motion:* Lori B moved to approve the agenda, Lora M. seconded the motion; *motion approved unanimously (6-0).*

PERSONS TO BE HEARD: None.

OLD BUSINESS:

- Lori B. will write blurb for Friday Newsletter and will attach the BPG application for 2 vacant seats.
- *Motion:* Lori B. moved to approve donation credit in volunteer policy, and BPG will provide letter for tax deduction purposes; Lora M. seconded the motion, *approved unanimously (6-0).*
- Heather B. will create the form to request the 501(c)3 tax-donation letter.

NEW BUSINESS:

- **Parent Empowerment:**
 - ◆ Lori B. presented on the Systemic Leadership workshop. She will summarize the results and deliver to Cathy Busbey.
 - ◆ Laura Sampson would like to have an opportunity on a regular basis to meet for coffee as a way of community building and she will run this by Cathy Busbey.
 - ◆ Laura Sampson and Lisa Shield will head up the Parent Empowerment Committee.
 - ◆ Fence sign issue: need to survey the community; recommended to survey parents in many ways; *further discussion tabled until next meeting.*
 - ◆ Calendar of events: Amy advocates creating master calendar for school.
- **Fundraising Report:**
 - ◆ Summer Folk Arts Camp – Melanie Keenan has experience running a Folk Arts Camp. She discussed modeling our Summer Camps after the CityFolk Arts Camps in Anchorage. Ideas discussed included: day camp, variety of classes to attend, 3 vs. 5 day camps, ages, need for camp coordinator, need for a committee; date for committee meeting is Tuesday, March 26 at 6pm, chaired by Lori B. Lori B. will include this in the blurb for the newsletter this week.
 - ◆ Square 1 Art --Olivia Holland presented on this fundraising option; she would like to schedule this fundraiser on next year's calendar; *motion:* Lori B. moved to approve conducting the Square 1 Art fundraiser at Birchtree, Amy seconded the motion, *motion passed unanimously (6-0);* Olivia will schedule for fall 2013.
 - ◆ Craft Fair update – Olivia presented an initial budget of \$250 to include signs, advertising and food; any amount under \$500 can and will be approved by the Chair

without a full board vote.

- ◆ May Fair update – Olivia Holland volunteered to coordinate 4th grades in conducting this event.
- **Finance Report:**
 - ◆ Reviewed Finance Report
 - ◆ *Motion:* Lori B. moved to removed Susan McCauley from signer on bank account; Amy seconded the motion, *motion passed unanimously (6-0)*.
- **Playscape completion:** meeting this Thursday, working with Rockridge to identify what will be happen, teams will be identifying tasks and needs.
- **High School Initiative:** Dave Auld and his wife will be taking this project on; it is still in the planning stage and an initial meeting will be scheduled soon.

Motion: Lora M. moved to adjourn, Lori B seconded; *motion passed*.

Meeting was adjourned at 5:23pm

Respectfully submitted by Heather Lee, Vice Chair