**Robert Service High School PTSA Zoom Meeting Minutes**

**for Tuesday, September 21, 2021**

**Meeting called to order:** 6:05 PM

**In Attendance**: (13)

Amber Lathrop Vice-President

Liesl Carter Secretary

Kelda Barstad, Treasurer

Allen Wardlaw Service Principal

Holly Rogers Cougar Cache

Robin Wittrock Spirit Wear Coordinator

Heather B. Alvarado Cougar Cup

Jenada Johnson, Former President

Taryn Lathrop Student

Gess Lim Parent

Megan Witts Parent

Andrea Chang Parent

Luke Kiskaddon Cross Country Coach

**Vice President’s Report: Amber Lathrop**

* Goal this year is to increase inclusivity and membership
* Still looking for a Service PTSA President 2021-2022; if no President elected, Amber Lathrop, current Vice President, is willing to step up to President role officially.

**Secretary’s Report: Liesl Carter**

* Discussed June minutes, but due to lack of screen share will approve June’s minutes during October meeting

**Treasurer’s Report: Kelda Barstad**

* Accounts ready for taxes and audit
* Good cash position
* Registered as non-profit
* Treasurer’s Report - June, Amber motions: Jenada seconds. Approved
* Treasurer’s Report – July/August: Liesl motions, Amber seconds. Approved
* Cougar Cash coupons
* 2021-2022 PTSA proposed budget
	+ Based on 2019 budget
	+ Broke out Cougar Cache and Cougar Cup
		- Start-up money for Cougar Cup until we have a better idea of needs
	+ Total Operating Budget $72,000
* 2021-2022 PTSA Budget: Holly motions, Liesl seconds. Approved
* Motion to change to regular banking account to reduce bank fees: Kelda motions, Amber seconds. Approved
* Motion to use Hutchings Accounting for taxes and audit: Robin motions, Jenada seconds. Approved

**Cougar Cache Report: Holly Rogers**

* Started first day of school and has continued every day
* Six groups scheduled for takeovers in September
* Averaging $480 gross income per day
* Difficulty with keeping specific inventory due to national supply chain issues
* Cougar Cash – coupons given to teachers ($10) to give out at their discretion
	+ Distributed to teachers
	+ Suggested to call them Cougar Kudos to align with staff verbiage
* Sold 20 x $20 punch card to JROTC at 20% discount

**Cougar Cup Café Report: B Alvarado**

* Up and running 2 days a week
* $48/day average
* Not planning on any current “takeovers”
	+ Takeovers – profit sharing agreements between PTSA and other student organizations who help run the Cougar Cup
* Two new drinks – Cougar Claw Mocha and Cold Brew
* Mr Wardlaw will take task to see what organizations that were initially part of the Cougar Cup
	+ Some organizations did contribute equipment for the Cougar Cup
* Holly’s last year with cache; need to train someone to take over
* Looking at offering a credit course to students managing the Cup and Cache
	+ Provides experience managing a business

**Spirit Wear Report: Robin Wittrock**

* Jenada and Amber sold spirit wear on registration day ~$1500
* Sold ~$1100 during open house
* Will make a restocking order soon; may add green and gold beanies
* Suggestion to add light fleece vest option
	+ Discussed and decided to bring mockup (to ensure logo appropriate for school) and expenses to a future meeting
	+ Suggested to do pre-orders; additionally board should pass amount for order
	+ Could be a teacher appreciation type item
* Spirit Wear budget for reorder - $1500: Liesl motions, Amber seconds. Approved.

**PTSA Membership Report: Vacant**

* 96 members 2020-2021; 97 members 2019-2020
* How do we increase this?
	+ Ideas include: social media, e-mail communications
	+ Recommend increasing student participation/membership; perhaps student government make a post
	+ Mr Wardlaw says he has 10 students who will be available for next meeting
* Also looking for Alumni chair

**Media Report: Vacant**

* Liesl interested in taking on website; Kim Garcia previously ran the website
	+ Website option through memberhub too
* Kelda has friend who is social media whiz
* Jenada will send Amber the e-mail login information

**Reflections Report: Ms. Emilee Smith**

* Ms Smith, Choral Director is interested in Reflections Chair
* 2021-2022 theme is “I Will Change the World By…”.

**Principal’s Report: Allen Wardlaw**

* Main focus is advocacy for students; always open to new ideas
* Teachers’ morale is low; focusing on boosting morale
	+ Grateful for all teacher appreciation efforts
* Job available for School/Business partnership liaison
	+ Access to the community
	+ It is a paid position
* School dress code changed to allow the wearing of hats and hoodies; decreases negative interaction staff has with students
	+ Evaluating other parts of the dress code too
	+ Want school to be a place where kids feel comfortable
* TikTok challenge vandalism
	+ Gina Romero discussed an idea to have parents and students conduct a fundraiser to help beautify the school bathrooms and grounds
	+ Also trying to catch and recognize students doing good vs. focusing on the few making bad choices
	+ Taryn Lathrop suggests potential fundraising drive by students for Service beautification; Taryn will address idea with Ms. Dooley
	+ Idea to possibly see if local businesses will match any student fund raising up to a certain amount…with assist from PTSA

**Student Government:**

* No report

**Teachers’ Liaison: Christopher Lubken (absent)**

* No report

**Old Business:**

* Reminder to purchase a PTA membership for 2021-2022 on memberhub
* Officer training and guides are located on memberhub
* Identify ways to maximize online income (e.g., sending out link to school store)
* Kelda will check on retail facing options for memberhub

**New Business:**

* Increase student involvement in PTSA
* Funds request coming next month to support AP testing
* Luke Kiskaddon (head cross country coach); fund request for $7500 to fund half of the funds needed for new warm-ups; requesting to be on agenda for next meeting
* Teacher Appreciation meal for October 20; requesting someone to head this up
* Amber would consider moving to the position

**Volunteer Opportunities**:

* 2021-22 additional PTSA Positions –President, Cougar Cache Manager replacement, Social Media Chair, Alumni Representative, Membership Chair
* Cougar Cache and Cougar Café volunteers will be needed next year as allowed to open

**Meeting Dates:**

* Second Tuesdays at 6 pm (\*exceptions): Oct 12; Nov 16\*; Dec14; Jan 11; Feb 08; Mar 15\*; Apr 12; May 10

**Next Board Meeting Date:** October 12, 2021; hybrid (in person and zoom)

**Meeting Adjourned:** 7:44 pm

NOTE:

* Indicates motion
* Indicates task