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

**for Tuesday, October 12, 2021**

**Meeting called to order:** 6:00 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

Chris Lubken Teacher Liaison

Jenada Johnson, Former President

Taryn Lathrop Student

Diann Richardson Parent

Janeen Eilkins Parent

Denali Kemppel Parent

Luke Kiskaddon Cross Country Coach

Linyi Long Parent

Joy Meylaqui Parent

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

* Many online trainings through MemberHub
* Looking for ideas to increase membership. Currently only 30 members.

**Secretary’s Report: Liesl Carter**

* June Minutes reviewed – Liesl motions; Amber seconds. Approved
* September Minutes reviewed – Liesl motions; Robin seconds. Approved.

**Treasurer’s Report: Kelda Barstad**

* Treasurer’s Report – September reviewed - Kelda motions: Chris seconds. Approved.
* Insurance paid
* Discussion on Stripe vs. Square payment platforms
  + Stripe (through MemberHub)
    - Fees: 2.2% + 30 cents per transaction; approximately 32 cents per $1
  + Square
    - Fees: 2.4% + 10 cents per transaction; approximately 13 cents per $1
  + Since most transactions are small, Square looks like the best deal
* Takeovers and transaction fee discussion
  + When clubs take over the Cougar Cache, their earnings are reduced by 2.2% to cover the Square transaction fee
  + Should the PTSA also withhold the 10 cents per transaction?
  + Kelda recommends sticking with the 2.2% only; the 10 cents per transaction is small compared to the overall earnings of the Cougar Cache
  + Current Cougar Cache policy is a $1 minimum to use a credit or debit card

**Cougar Cache Report: Holly Rogers**

* Always looking for volunteers
* Have a list of students that consistently want to help
  + When students do volunteer they get a free snack and drink each day they work
* Have a lot of clubs interested in doing takeovers
* A few behavioral issues in the Cougar Cache, but nothing too severe
* Still having difficulty getting product
* We will be open during parent-teacher conferences; great opportunity for parents to pickup spirit wear

**Cougar Cup Café Report: B Alvarado**

* Up and running 3 days a week
* $50/day average
* Sales slow and steady; serving 15-20 minutes before class starts
* Working on getting a training together
* Ideas include:
  + Pre-orders
  + Order and delivery
  + Service High School coffee mug/travel mug discount

**Spirit Wear Report: Robin Wittrock**

* Ordered 55 hoodies up to 5XL; delivery delayed, but pre-selling at parent-teacher conference
* Ordered beanies to try out
* Robin and Amber will work on e-mail to send out to PTSA group advertising spirit wear sales during the parent-teacher conference.
* Will continue to look for items teachers may like (e.g., fleece vest, polo shirt, etc.)
  + Possibly do a survey to get teachers’ interests
  + Pre-ordering could also help gauge interest and limit inventory/up front costs
* Treasurer confirmed that PTSA does purchase items for teachers on an annual basis

**PTSA Membership Report: Vacant**

* 30 members
* How do we increase this?
* Also looking for Alumni chair

**Media Report: Vacant**

* Liesl met with Kim Garcia and is now overseeing the Service PTSA website
  + Also willing to help with Facebook and Instagram
* Kelda friend is interested in overseeing social media

**Reflections Report: Ms. Emilee Smith**

* Amber working with Ms. Smith to procure and display Reflections posters
* 2021-2022 theme is “I Will Change the World By…”.

**Principal’s Report: Allen Wardlaw**

* Parent-Teacher Conferences are Wednesday, October 20th.
* Continuing to have Covid-19 testing available to staff and students (with parent consent)
* Free SAT/ACT testing (SAT – Oct 20th and ACT – Oct 22nd)
* Staff members working on two questions in October
  + What do you do for students to make them feel that you care about them?
  + What strategies have you tried with struggling students?
  + Intent is to share ideas across the staff
* Any thoughts on having a pop-up shop in the Cougar Cache for sports teams to sell their specific spirit wear? Make it easier for staff/students to buy sport specific wear
* Feedback Friday: Went to classrooms to ask what/who they valued during their time at Service.
  + Had a list of staff/teachers accolades who have made a difference for students
  + PTSA will include these on the website; suggestion made to add a Quyana (thank you) type form to the PTSA website for parents and students to send recognition of an outstanding Robert Service High School teacher or staff member.

**Student Government:**

* No report

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

* Teachers working hard getting ready for the end of the quarter and parent-teacher conferences

**Old 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; currently the team is wearing parts from three different editions of the cross country uniform; represents over 100 kids
  + Discussion about the size of the request and past precedence of how much we fund sports/clubs
  + Suggestion was made to fund half of the request $3750
  + More PTSA procedural discussion wanted
  + Possibly create policy defining max fund request or recommended $ per student
  + Holly made motion to table the discussion until November; Robin seconds. Approved.
* Teacher Appreciation meal for October 20; Holly has agreed to lead this effort
* Amber would consider moving to the position of President
  + Jenada makes motion for Amber to assume the President position; Mr. Wardlaw seconds. Approved.

**New Business:**

* Kelda has great idea of pairing officers together to grow replacements
* Vice President position now vacant
* Need to schedule meeting before Nov 16th meeting to discuss club/sport funding policies and ideas

**Volunteer Opportunities**:

* 2021-22 additional PTSA Positions –Vice 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): Nov 16\*; Dec14; Jan 11; Feb 08; Mar 15\*; Apr 12; May 10

**Next Board Meeting Date:** November 16, 2021

**Meeting Adjourned:** 7:20 pm

NOTE:

* Indicates motion
* Indicates task
* Indicates a question / open discussion