



**Tomo No Kai
Board of Directors
July 24, 2017 Meeting**

1.0 Call to order

The meeting was called to order by President Ed Hall.

1.1 Members Present

Members:			Guests:		
x	Krista Dennison		Kehle Middleton	x	Richard Geiger
x	Ed Hall		Teresa Moore	x	Colleen Morris
x	Sheila Hill	x	Stephanie Tasker		
x	Sara Huff	x	Erin Webb		
x	Ryan Kimura				

1.2 Visitors present – Richard Geiger (Communication), Colleen Morris (Intern Chair)

1.3 Next meeting date – Board meetings will be Saturday mornings – starting in October (date TBD)

2.0 Discussion/Action items

2.1 Board Actions

2.1.1 Board approval for new officers:

Secretary (Sara Huff), Assistant Treasurer (Erin Webb)

Motion by Stephanie Tasker, Seconded by Sheila Hill

Motion passes unopposed.

Ed will continue as President, with help from Sara in organization of meetings/agendas

Sheila & Sara will help coordinate the year's calendars for PTSA/TNK

2.1.2 Board approval to add Erin Webb to TNK bank account and to review the signers so that only signers are Ryan, Erin, and Ed.

Motion by Stephanie Tasker, Seconded by Sara Huff

Motion passes unopposed.

2.2 Discussion Items

2.2.1 Volunteer Needs (See Krista's Attachment, "TNK volunteer needs" for additional info not detailed below)

2.2.1.1 PTSA/TNK Meeting babysitter - need to reach out to babysitter with schedule for PTSA/TNK meetings (Keira Pools?)

2.2.1.2 Spring Auction

- Chair - Sheila Hill had originally volunteered to help take Fall Dinner, but her schedule might coordinate better with Spring Auction, so if someone

else could take Fall Dinner, she would chair the Spring Auction. She also has a connection for a potential location/vendor – Davis Construction/ Megan Room. Looking for new location this year – O’Malley on the Green is cost prohibitive.

- Sue G. and Ed continue will continue to help with coordinating the student art piece of the auction.

2.2.1.3 Fall Dinner

- Chair - Stephanie Tasker interested in taking on additional responsibilities with Fall Dinner – will work closely with Krista on Fall Dinner Coordination this year.
- Sara will continue to coordinate the silent auction
- Could also reach out to Chitose families and see if they would be interested in working for their volunteer hours at Fall Dinner
- Do we want to mimic Spring Auction and use automatic credit card registration for the fall dinner? Would need to assign bidder numbers in advance – need to make a decision about whether to do this by August

2.2.1.4 Cherry Blossom

- Joanna Marshall will continue coordination

2.2.1.5 Class Rep Coordinator

- Katie Hirsh will continue as rep coordinator
- Sara Huff to host class rep meeting at her house after school starts; Colleen will coordinate catering – date TBD

2.2.1.6 Merchandising

- Ryan & Shelleigh Kimura will continue

2.2.1.7 Affinity Programs

- Adrienne Christiansen – Amazon
- Stephanie Tasker – Fred Meyer
- Ed will follow up with Erin on Paypal info

2.2.1.8 Other Volunteer Needs

- Annual Slide Show – need someone to put together a slide show to be played in the background at various events
- Graphic Artist
- Video production coordinator - Richard’s in-laws volunteered last year to do some sort of promotional video for TNK

2.2.2 Committee Reports

2.2.2.1 Intern Committee

- Chair – Colleen Morris; Members – Krista, Owen, Rachel
- Committee looking at alternative options for funding interns
 - o Give money directly to interns rather than provide stipends for families?
 - o Give them the money for their spring break trips and have them book the trips themselves.
 - o Per Ryan – need to be careful of 1099s – limit \$600 per calendar year
- Paid for postage this year, so interns could ship stuff home - \$1500 total

- Need to figure out a replacement parting gift for interns – no longer have the quilting resource; find someone to make something for them or raise money to buy them parting gifts
- Look at putting on a nicer intern farewell, rather than just the event in the MPR

2.2.2.2 Membership Committee

- Chair – Crystal Seeman; Members – Krista, Sara, Warren

2.2.2.3 Communication

- Chair – Sheila Hill as VP of TNK
- Facebook – Shannon Dexter will be helping Richard with Social Media posts
- Website – Richard Geiger – Richard is putting together a calendar of events so he can keep the website and social media sites updated through the year; would also like to add educational information during slower times; Richard will send the spreadsheet via google doc to anyone who is interested
- Need someone to help with marketing the affinity programs (Amazon, Fred Meyer) – would be nice to advertise these more and provide feedback on how much we are raising through the programs – need a better constant communication plan to update folks

2.2.2.4 Treasurer's Report

- Ryan is working on updating the budget and will send to everyone before the first TNK meeting.
- Will work on getting a lockbox at Sand Lake, similar to what PTSA has

2.2.2.5 Chitose

- Chitose mandatory volunteer hours – Ed hasn't seen many forms, but Krista had some response to a request for intern committee
- Chitose fundraising limit is 2% of gross per kid – can't write off expenses that parents would normally pay for their kids – can pay for admin costs per kid and about \$800-900 for flights per kid
- Potentially could have the outbound Chitose group help fundraise for Spring Auction since the Spring Auction mostly helps finance Chitose trips

2.2.3 Upcoming Events/Important Dates

- Japanese Festival – August 5
- Kindergarten Welcome – August 28 – 2nd grade usually hosts – Sara will reach out to 2nd grade class rep
- First TNK/PTSA Meeting – September 12
- Fall Dinner – October 7
- Sheila to reach out to Principal Thompson re: schedule for the year, and Sheila and Sara will continue to coordinate

3.0 Future Agenda Items

3.1 Fall Dinner Recap

4.0 Adjournment

