

## CAPA Monthly Meeting

**September 16, 2022**

**Attendees:** Adam Lake, Aruna Bhatia, Avantika Dharmagadda, Bobbie Lawton Lamichhane, David Lawton, Elisa Turover, Heather Kinlin, Jed Stoken, Joanna Pucilowska, Jodie Ayura, Julia Wilson, Kelly Crowley, Kristin Crain, Lori, Meggin Thies, Michele Ray, Nicci Walker, Nicole Ikeuchi, Pamela Kelley-Dockter, Stacey Lake, Tia Kauffman, Gaurav Veda

**Facilitator:** Tia Kauffman

**Notes:** Julia Wilson

Lead Time	Topic	Discussion
Michelle - 5min	Uniform sale update	<ul style="list-style-type: none"> <li>• Shorter sale than usual this year but still raised \$544 dollars- Kudos to volunteers!</li> <li>• For future discussion: moving to inside for next sale.</li> <li>• Michelle will be leaving after this year so may want to consider calling out who the volunteer for this will be moving forward.               <ul style="list-style-type: none"> <li>○ Bobbie Lawton Lamichhane is interested.</li> <li>○ Michele/Bobbie to connect on what could be done this year to ease transition for next year.</li> </ul> </li> <li>• <b>Action</b> Michele: Transition clothes off rack to the bins (keep a few out for picture day extra sweaters)</li> </ul>
Tia 10m	Newsletter ideas	<p>General:</p> <ul style="list-style-type: none"> <li>• Due for fall issue; new parent volunteer</li> <li>• Reviewed list below and asked for suggested additions</li> <li>• Target timeline is October (did not finalize exact date, Julia/Tia will discuss) (Action)</li> </ul> <p>Tia's list of suggestions (plus discussion):</p> <ul style="list-style-type: none"> <li>• CAPA president intro (What does CAPA do?)</li> <li>• Fundraising messaging (agenda item below)</li> <li>• Meet the 2022-23 Board</li> <li>• Amazon Smile/Fred Meyer reminder (consider offering 1 volunteer hour if people link both?)               <ul style="list-style-type: none"> <li>○ Is there enough \$\$ value to justify giving up the volunteer hour opportunity?</li> <li>○ Rather than volunteer hours do we just send a reminder?</li> <li>○ Action: Print out next to the computer (Tia will send to Ashley)</li> <li>○ Decision: Do not offer volunteer hours at this time</li> </ul> </li> <li>• Upcoming events</li> <li>• Teacher preference list</li> <li>• CAPA volunteer hours</li> <li>• Teacher highlight of new teacher?</li> </ul>

		<ul style="list-style-type: none"> <li>• Class names and why they change (or don't) every year</li> </ul> <p>Additional topics:</p> <ul style="list-style-type: none"> <li>• Parking <ul style="list-style-type: none"> <li>○ Include photo of the parameter path people should be using. There was something in a previous newsletter but Michelle may be able to improve.</li> <li>○ Additional parking discussion: <ul style="list-style-type: none"> <li>▪ Consider signage (picnic board or on pole) saying do not park on side walk</li> <li>▪ Highlight where parking is ok</li> <li>▪ What about green cones in the meantime? Heather will check to see if they are still there.</li> </ul> </li> </ul> </li> </ul>
Tia/Stacey 5m	Sharing CAPA spending/budget	<p>How do we increase transparency and awareness around CAPA budget and where money is spent? This feels especially important as we head into a school year where we are potentially getting creative about alternative fundraising tactics=</p> <ul style="list-style-type: none"> <li>• Stacey is working on a summary document</li> <li>• Joanna offers to put together some additional graphics if helpful (Stacey will reach out if yes)</li> <li>• Suggestion: use DoJo to capture moments that CAPA funds are used for purchasing (big ticket)</li> <li>• If summary doc is completed prior to the push for Amazon Smile and Fred Meyer program it will reenforce what funds are used for and why it is important</li> <li>• Some nuance around what is tax deductible versus what is not.</li> </ul>
Tia 15m	Fundraising next steps	<p>Lindsey has to step back but receive two responses from the recent email requesting a new chair! Nicole was on call today and introduced herself. Faith has also agreed-great news!</p> <p>Current brainstorming (plus new discussed today):</p> <ul style="list-style-type: none"> <li>• First Thursday event with art focus (selling tix and classroom/individual art)</li> <li>• Progressive dinner with Pizza Thief and Freeland Distillery</li> <li>• New idea: Fun Run</li> <li>• Need to be aware of the amount we are trying to raise (aim for \$30k but have \$15k in the budget)</li> <li>• Future agenda item: Should CAPA have its own website?</li> </ul>
Elisa 15m	Parent connection ideas - recap of meet and greet social, classroom parent, parent meet ups	<p><u>Parent Socials</u></p> <ul style="list-style-type: none"> <li>• Big thank you to all for the coordination of the parent socials following the meet and greets!</li> <li>• Elisa is working on formalizing some lessons learned; overall great success and very well received.</li> </ul> <p><u>Cohort Groups</u></p>

		<ul style="list-style-type: none"> <li>• Next up is launching the parent cohort program for the year. Previous year was impacted by Omicron so lots of opportunity headed into this year.</li> <li>• Key considerations moving into new year- <ul style="list-style-type: none"> <li>○ Moving to tracking hour to hour basis for parent cohort lead volunteers vs offering one blanket sum</li> <li>○ Would like to shift focus from children gathering to parent gathering (or add this rather than replaced, based on discussion today)</li> <li>○ Cohort lead will be asked to take lead on reaching out to new parents</li> <li>○ Cohort leads will be responsible for putting together a group text (or alternative method) of communication (do we standardize? Ex discord? Moved to future agenda topic)</li> </ul> </li> </ul>
Guarav 10m	Volunteer opportunities and how to track/announce them	<p>Gaurav shared centralized list of volunteer opportunities that will be included in every Friday update</p> <ul style="list-style-type: none"> <li>○ Pam suggests looking into Signup Genius as alternative</li> <li>○ Stacey-this will not track the hours-that needs to happen separately</li> <li>○ Action: Gaurav to send link to Ryan to put on website</li> <li>○ Add a description field (action)</li> </ul>
All	Additional Topics	<ul style="list-style-type: none"> <li>• Website updates-anything that we can do to beef up the CAPA page? Mr. Loehr typically does this. <ul style="list-style-type: none"> <li>○ Volunteer role opportunity to prompt Mr. Loehr to update.</li> <li>○ Future agenda item: do we carve out for a separate site?</li> <li>○ Fundraising opportunity. Update donate button and provide transparency around progress and goals.</li> </ul> </li> <li>• Parents Night Out <ul style="list-style-type: none"> <li>○ Signups going well-will likely be able to offer 10 additional spots due to additional teacher volunteers</li> </ul> </li> <li>• See notes on parking above</li> <li>• Discord as possible solution to many of the topics discussed today</li> </ul>

#### New Action Items

Task	Owner	Status
Michele and Bobbie to connect about future transition of uniform chair/opportunities to observe this year planning, etc.	Michele	
Move remaining rack uniforms to bins	Michele	
Finalize target date for newsletter and coordinate with volunteer	Julia/Tia	
Send Amazon Smile and Fred Meyer signup summary to Ashley to print/display next to computer	Tia	Complete

Check cone inventory for blocking off extra spot on side walk	Heather	
Check with Michele on additional or alternative parking imagery for newsletter	Julia	Email Sent
Volunteer tracking- -Ask Mr. Loehr to put volunteer tracking list on CAPA site - Any action needed around Signup genius as alternative to volunteer signup? - Add description field and hours field to volunteer hours tracking sheet	Gaurav	
Schedule fundraising meeting	Tia	

**Open Action Items**

Task	Owner	Due Date	Status

**Future Agenda Topics**

Task	Status
Should future uniform sales be moved indoor as they were pre Covid?	
Should CAPA have a separate website? (Alternative, CAPA discord with multiple channels for different cohorts)	
Volunteer opportunity for someone to keep active (or provide Mr. L the prompts to do so)	
Parking	

**Decisions Made**

Decision	Date Made
No volunteer hours for signing up for Amazon Smile/Fred Meyer at this time	9/16