

## **VPO Board Meeting Minutes**

**Friday, March 18<sup>th</sup>, 2022**

Start time: 6:35pm

End time: 7:51pm

Location: Meeting held virtually via Zoom

### Attendance:

President Cheryl Ann Graf, VP Cambria Queen, Treasurer Katie Henrickson, and Secretary Jasmine Myers.

Liaison Anne Nesbit was unable to attend due to work.

Melissa Hutchings was invited to attend, as she has expressed interest in being involved, but she no showed.

### Agenda:

- Website update & list of requests for AJ
  - Add Cambria to VPO all email, add to website under her role and assign that specific role email (VP) to her.
  - Give Cambria SharePoint access
- Meet Malissa Hutchings (interested in BOD)
- Jasmine's son is graduating and she will be transitioning out in June. Who will assume Secretary role?
- Invites for admin to join & contribute to general meeting - who will reach out. (Invite Jennifer Butler from school board as Deb K is gone?)
- All BOD: add Cambria and Malissa cell #s to contacts. Cambria's cell is 208-908-3504; Malissa's cell is 209-450-6458. Start including Cambria in all VPO BOD group texts.
- Budget update
- Scholarship update
- Spring fundraiser ideas
- Is it time to talk with businesses?
- Teacher appreciation week end of school year
- Pick date for Spring General meeting in late April or May
- Pick dates for quarterly BOD meetings

Meeting called to order at 6:35pm by Cheryl.

We discussed the VPO scholarships. Cheryl said notebooks will be sent for us to review from the scholarship committee and we will have 2-3 weeks to review.

Jasmine asked what the VPO criteria is for scholarship filters. Cheryl read from the Dec. 2021 BOD meeting notes what the VPO decided at that time would be our criteria (Jasmine missed meetings during that timeframe due to medical reasons). "Discussion on GPA minimum 3.0 and consider lower with special circumstances, exceptional student story, extenuating student circumstances."

Jasmine mentioned the December 2021 meeting notes are not saved to our SharePoint. Cambria sent them to all VPO during meeting. These minutes were previously approved by all present BOD at that meeting.

Discussed internal process for selecting scholarship recipients. Jasmine has a senior this year that applied. Cheryl said in years past the VPO didn't handle scholarship reviews ethically and board members kids always got scholarships. Our board would like to ensure we are transparent and have an ethical internal process. We all agreed, moving forward, VPO BOD parents will not review their own child's notebook. Cheryl, VPO President, will ask the scholarship committee to send us notebooks and Anne, Katie, Cambria and Jasmine will review.

Cambria suggested the scholarship committee hide student names and use SID's instead so the VPO BOD doesn't know who the notebooks belong to. Cheryl and Jasmine didn't think this would work as nearly every page in the notebook has the students name and there are pictures of awards, certificates, etc. that list students' names.

Jasmine asked if our VPO reached our \$2k goal. Katie said she sent a check to the scholarship committee already for \$1,500. VPO will give x2 scholarships of \$750 each. The rest of the money was used for the beginning of year teacher appreciation food.

Cheryl asked if we had enough money to do another teacher appreciation for end of year. Katie discussed our budget and will look into our by laws to verify if we can use money from the general fund to pay for teacher appreciation events. Cheryl suggested we ask for donations for the end of year. Jasmine and Katie agreed.

**ACTION ITEM:** Katie will let board know if we need to vote on spending out of the general fund for teacher appreciation.

Cambria said she has not been getting VPO emails. Jasmine said it is because AJ, our IT support/former VPO board member, has not set her up with a VPO email yet. Jasmine has this on the IT to do list of requests for AJ and this will be 1<sup>st</sup> priority.

**ACTION ITEM:** Jasmine email AJ and ask him to set Cambria up with VPO Vice President email and add her to VPO all emails (x3). Ask him to verify who all is on the VPO "all" emails and if he can combine two so there aren't so many to manage: VPO All emails to update include:

- [info@peninsulaproud.com](mailto:info@peninsulaproud.com)
- [boardofdirectors@peninsulaproud.com](mailto:boardofdirectors@peninsulaproud.com)
- [GamblingCommittee@peninsulaproud.com](mailto:GamblingCommittee@peninsulaproud.com)
  - [Remove either "info" or "board of directors" emails. Use just one.](#)

Everyone got Cambria's cell #. She will start being included on VPO group texts as she has not been getting those either.

Cheryl asked if now is an appropriate time to start asking businesses to donate or sponsor scholarships again. She wants to give businesses time to recover from effects of Covid. Cambria

suggested we table this discussion for when Anne, VPO community Liaison, is present. All present agreed.

Board discussed AJ's IT support role and brainstormed ways we can alleviate AJ of the responsibilities of website maintenance, MS360 maintenance, etc. All board members are concerned about website being outdated and nobody knowing how to manage MS360 accounts or SharePoint. Jasmine shared her screen and we all reviewed the website together to ensure we agreed on changes Jasmine would request AJ make.

Cambria said we could utilize sites for free website hosting and said that school districts get discounts on MS Office programs.

Cheryl suggested we ask if students can take over some responsibility of our website maintenance and updates.

**ACTION ITEM:** Jasmine email AJ & ask him to update website (she will provide a list); ask him if anyone can take over hosting and IT needs for VPO website, and in short term, is he still willing and able to help?

**ACTION ITEM:** Cheryl will email Kim Demianiw, ASB teacher, to ask if ASB students could manage website in exchange for volunteer hours.

Cheryl is waiting to hear back from Dr. Potts and Ross Filkins for dates that work for them to have our spring general membership meeting. Both were not present during our last GM.

We scheduled out our next 3 BOD meetings and will schedule spring general meeting once Cheryl hears from Potts and Filkins.

**ACTION ITEM:** Cheryl coordinate with BOD and PHS staff to schedule spring general membership meeting.

Meeting adjourned at 7:51pm with a motion by Cheryl. Second motion by Jasmine.

Next general membership meeting: TBD, sometime in May

Next internal BOD meeting:

Q2 - June 9<sup>th</sup>, 2022 at 6:30pm, location TBD.

Q3 BOD Planning Meeting – Thurs., August 4<sup>th</sup>, 2022 from 6:30-8:30pm, location TBD.

Q4 BOD meeting to be scheduled later in the year.