



## MINUTES

Location: Terra Nova High School Teachers Lounge

June 13<sup>th</sup>, 2019

The meeting was called to order by Petra Schumann at 7:10 pm.

**In attendance:** Petra Schumann, Chris Zimdars, Nola Zimdars, Jen Uter, Sheila Ornelas, Nicole Copeland, Sharon Pelleriti, Lori Trayler

### Approval of Minutes

The minutes were emailed to the board from the May 9, 2019, meeting and approved.

#### 1) July 4 Frontierland Park food booth – Nicole C

- a) Nicole registered TNEF and created a Signup Genius to solicit items and help. Chris Zimdars will send it out this weekend.

#### 2) Fall fundraiser 2019

- a) Mail letter home introducing TNEF, list accomplishments, solicit new members & donations Schedule:
  - i) By 6/30: Write 1 pager (simple Word doc w/ pretty pics); Chris D (Petra will relay details)
  - ii) Create donation envelope - Chris Z
  - iii) By 8/1: Send to printers, may use ColorPrint in Burlingame – Sheila
  - iv) Get parent addresses and convert to address labels. Post meeting update, Ms. Carey will supply mailing addresses in early August – Sheila
  - v) Aug 8: Possible envelope stuffing at monthly TNEF meeting – All
  - vi) Aug 12-18: Send letters in the mail to all parents & guardians

#### 3) Building the TNEF Team for 2019-20 – Petra & Chris Z

- a) September TNEF Meeting will be an Open House 9/12: Bring a friend. Post meeting discussions taking place around hosting at someone's home or the TN College & Career Center. We would like to offer wine, cheese & dessert.
- b) A list of volunteer opportunities & sign-up sheet is in the works, see attached

#### 4) Treasurer Update - Chris Z

- a) Kaplan fall course is full. If enough students are on the waiting list we will open a 2<sup>nd</sup> class.
- b) Financial Update: May 31<sup>st</sup> Ending balance: 22,884.57.
- c) Other: Art Dept. fundraiser presented by Nola Zimdars
  - i) Proposed several ideas to generate funds for the TN art department. One idea is to sell succulents in ceramic or wooden pots made by students. Once a plan is finalized, Nola may request that TNEF match funds. Feedback was provided that the art dept. can apply for a mini-grant from the PTO for up to \$5000.

**Next Meeting** – Please note NO meeting in July. Next meeting: Thursday, August 8<sup>th</sup>, 7:00 -8:00 PM, TN Library (2nd Thursday of the month)