# Terra Nova Education Foundation Meeting Minutes

February 8, 2018

The meeting was called to order by Ms. Carey at 7:00 pm.

## In attendance

Megan Carey (Principal), Petra Schumann, Chris Zimdars and Sheila Ornelas

## Approval of Minutes

The minutes were read from the January 11, 2018, meeting and approved.

## Principal’s Update

1. Terra Nova Community Night is March 15th. This is an open event to current students, incoming or interested students, Parents, Guardians and community members. It is hosted by TN faculty and staff. Teachers open their classrooms and have projects, art, etc. on display and can answer questions. The TNEF asked for 2 tables at the event, one for TNEF and one for an 8th grade transition team representative(s). *- Done*
2. Letter announcing TNEF was drafted and will go out soon. Mrs. Carey will send monthly reminders to all parents & guardians in TN email distribution list. This will trigger updates to the TN PTO Facebook page.
	1. Waiting on a few website additions before sending the letter such as active PayPal account & updated pictures.

## IT Infrastructure Update – Chris Zimdars

1. Website: Purchased the URL from WIX; 1 year for $84 (free domain name year one): <https://www.tneducationfoundation.org/>
	1. Changed call of action to "Get Involved"
	2. Added meeting notes to website from January
	3. Added Mission Statement using Dunhill copy
	4. Added TN address to footer
2. Created an email account (had to do this to hook up Google SEO): TNEduFoundation@gmail.com
3. Updated keywords / page titles / keywords for SEO and pushed out to Google using WIX tool
4. Created a vector based logo (.ai file) for the site; We can improve later if anyone has a clever idea
5. Created a favicon for site
6. Website placeholder for meeting notes and agenda
7. Added some placeholder pics to the website
8. Created MailChip account and added to website

**General Topics Update – All**

1. Get actual Terra Nova pics for the website; (in progress) – *Mrs. Carey to send to Chris D.*
2. Establish mailbox at Terra Nova (or open PO Box) – MC/CZ *- DONE*
3. Create Facebook account (for the parents) – *In progress – Jason S*.
4. Create Instagram account (for the kids)
5. Connect FB and Instagram account to website; - CZ
6. Investigate: Can we use the PTO tax ID until we get our own? *– CZ checking with PTO*
7. Create PayPal account (or similar) using PTO tax ID and link to it from the website; - CZ

## Budget

N/A at this time

## Committee Reports

N/A at this time

## Action Items/Next Steps:

1. Petra volunteered (was elected) to lead March 8th meeting
	1. Introduction to what the foundation is and the goals
	2. XXXXXXX
2. Assign person to create copy for flyer – *CZ will create flyer, will ask Chris D. for content*
	1. Flyer for first open meeting to all parents-March 8th and for Community Night – March 15th
3. Create an 8th grade transition team for Terra Nova. May be able to form a team and participate in the community open house in March 2018 (host a table) – Patty Dunhill & Sheila
4. Open bank account after we confirm PTO tax ID plan; Fund bank account to support early initiatives
5. File Legal papers – need someone with experience in this area
6. Assign TNEF roles (Fill Board Positions) – *May be voted on in future meeting?*
	1. Establish Committees
	2. Establish by-laws
7. Identify coordinator for first TNEF event.
8. Order TNEF banner for Community Night table and for future events. Many schools display their foundation banners in front of their school

## Next Meeting

March 8th Terra Nova Library 7:00 to 8:00 pm (2nd Thursday of every month)