

## PARTS Board Meeting Minutes

**Date:** Wednesday, August 23, 2020

**Location:** Zoom

**In Attendance:** Jeremy Dodgen, Juana Carrera, Collie Johnson, Lori Brake,

**Called to order:** at 6:06 by Jeremy Dodgen, President

**Review Bylaws and Mission Statement:** discussed bylaws and questioned if anything needs to be changed. Discussed if we wanted to change working with students with higher education plans in the mission statement but decided to leave it as is for now. We can look at this at our next meeting if anyone has changes they would like to see.

**Volunteer/Membership Recruitment Ideas:** briefly reviewed board duties & that we have two open positions banker and bookkeeper. We can recruit in September, if needed. We will look into sending home membership forms with registration packets from the school. Having a table at registration, if we are able to. Lori will look into signing up through an online application. Incentives for signing up. Gift cards, tickets to shows? We will have to discuss more as plans for the new school year become more available. Board members should remind families that we know personally to join.

**Financial/Budget:** At the end of May, we had \$4,481.81. This includes money not paid out for scholarships. Alicia offered PARTS to use her Zoom account for our meetings as necessary so PARTS does not need to fund it.

**Fundraising:** We will look into signing up for Amazon Smile. Banner ads were discussed. Jeremy will update and send out the letter and each member can ask various companies if they would like to purchase a banner. We would like to set up restaurants to dine at each month as a fundraiser. We could do one in each of the nine districts of Long Beach since Renaissance students are spread out through Long Beach. We will have to see what the CDC guidelines are recommending.

**Calendar:** Mr. Navia does not have a master calendar for us at this time. All members agreed to meet occasionally during the summer for updates.

**Communications:** We would like to figure out a way to track donors so that we can keep them updated about school happenings and possible future donations. Send Thank You cards for donations over \$500 via US mail. Email Thank You notes for possibly \$50 or higher donations to encourage future donations. Alicia will let Lori know of any large donations in order to send a Thank You note. PARTS could do a monthly newsletter to all PARTS members and donors to give updates on school functions. Send the email through the School Loop to reach all families. Jeremy is going to send a Thank You note to the Forbes family with information about the winners. All Board Members agreed that email and texting each other was good for communication. If it is an urgent matter then texting is preferred by all members. The Board

Member list was distributed via an email from Jeremy and all board members were asked to make sure the information was accurate.

**Meeting adjourned:** at 7:08pm by Jeremy Dodgen, President