**PTAC Meeting Minutes 12/13/21@ 8pm**

**BOARD MEETING-Virtual**

*Present via Zoom: Aimee Morin, Molly Walsh, Maggie Marcoux, Adrienne Hanard, Angela Hudgins*

Aimee- President Update

-Aimee has Admin access now. Continuing to clean up and merge accounts

-Each board member should have an email at this time. There seem to be issues with drive sharing so future meeting invites will include a link to the agenda.

 - Maggie has created a treasurer master doc for passwords

- Aimee/Angela creating a master doc of login info for the president account to store

- add committee email accounts only as needed

-Connect PTAC board with those in need of help or interest in volunteering- send any interested contacts to Aimee

- Spirit Wear Store has some issues- high shipping costs, slow shipping, Tiffany Bray is willing to take on Spirit Sales in some capacity- hoping to begin in January if possible.

-We do not have a financial secretary to date

-set meetings for January February and March

standing meetings on 2nd Monday would be the following dates:

1/10, 2/14 (valentines day), and 3/14- discuss alternate date for Feb.

--Get Dining 4 Dollars started- there is an interested parent- trying to connect them with Danielle or just get them started

Molly-VP Fundraising update

-great success with Cougar Campaign. Close to $49k!

-Mini bundt cake coupons- in hand and Molly will distribute this week.

-cougar v Mrs Pitz → punted to January

-what is next, any other fundraising efforts?

 - silent auction not needed this year

- scholastic book fair

- ongoing reminders of passive fundraising such as Amazon Smile, King Soopers, etc.

Maggie: treasurer update

State of financials - updated on the website

Communication about Spring events /updates from Ashlee Talbot

Sale tax quarterly report was due in Nov 2021- not done yet

State of Colorado filing done

Adrienne - Communications update

- Continue website Clean up/ organization

- ‘Cougar of the month’- provide ideas for how this will work/look like and share with board.

- Work on contacts/directory for Niwot Families

- Update the correct website info on Niwot El /svvsd website

-Promoting new upcoming events - Adrienne will head up ‘getting the info out on social media platforms and will also send PTAC info to Nancy on Thursday mornings for her newsletter.

Angela - Secretary

-spirit wear- met with Tiffany Bray who will take this on

-*Angela has added all* ***Google.org*** *accounts and will complete file archiving from old gmail accounts.*

 -Monet’s old account- Angela is working to recover this

 -Molly - VP fundraising - connected with the ptac.org fundraising account

* 1. **Google drive transfers -** Angela and Aimee
		1. Need some email passwords or former members to assist with access to the accounts
		2. *accounts and passwords - create a file and password protect. Maggie*
		3. *Angela has added all* ***Google.org*** *accounts and will complete file archiving from old gmail accounts.*

**Items to revisit:**

* PTAC website clean up and streamlining
* Update on Support to Kelly (new librarian) - Molly will email Kelly to inquire about a book fair
* Update on ‘sock hop’ / dance for Spring - Ashlee Tabolt is looking into new ideas for the event- keeping it simple, will connect with Molly to begin brainstorming ideas, dates, budget and then discuss with Nancy
* Explore other events for the rest of the year
* **Hold a PTAC meeting with Nancy in January**
* Decide on standing meeting date and times that work for all members most of the time- look for alternate date for February