

Sato Elementary Community Organization

BOARD MEETING AGENDA

Sep 13th 2023 / 3:45 PM / Sato Library and Zoom

- I. Welcome & President Update - Gayathri
 - A. Introduction of Board and Mission Statement
 - B. General updates –
 - Budget approved
 - Year at a glance – Finance and Events planned
 - Launching Newsletters

- II. Principal update
 - A. Annie Pleau/Larissa Parker

- III. Events – Sameer and Jay
 - A. Discussion of Fall Color Fest
 - Call for vendors, ticket sale and entry procedure
 - Facility use - setup? Regulations around Porta potty?
 - Safety, permits for entertainment structures
 - Teachers help/sign up info
 - Vendors - Food / Entertainment
 - Session Times, booths, budget, needs
 - B. International Walk/Roll to school Day – October 4th, Wednesday

- IV. Treasurer – Steve
 - A. Update on finances (Need printable updated budget)
 - Update on taxes – Filing Date
 - RFF's
 - Request procedure
 - RFF for OBOB books

- V. Volunteers (Recruiting)
 - A. Volunteer Coordinator
 - a. Need for new Popcorn coordinator (candidate interested)
 - b. Confirmation of OBOB coordinator

- VI. Spirit Wear-Hannah
 - A. Updates on existing inventory and store status
 - B. Forecast - New stock and order planning for sale during the year

- VII. Fundraising – Jay / Steve
 - Dine-outs planned for next 2 months
 - Other options to explore to bring in more funds

- VIII. Website- Jay - Updates

- IX. Others
 - Kick-start Popcorn Fridays
 - Reserved Parking spot sign board for Raccoon Run 2022-23 Raffle winner

- After school programs / clubs?
- Open/additional board positions
- Finalize SECO Meeting schedule for the year

X. Adjourn until October 2023

***As a parent-led group, we are partners with our teachers to enhance
The total well-being of the students of Sato. Our goal is to enrich their learning experience
by fostering community among parents, teachers and staff.***