

## Hiteon PTC Board Meeting Minutes

March 7, 2024

**Present: Stradivari Sibulboro, Kim Rivers, Megan Mumford, Teresa Fear, Carmem Pfeifer, Ashleigh Hendrick-Horner, Jen Weibel, Nicole Goldsbury, Edie Yi**

### Discussion Topics

1. Continuing Business
  - a. On-going projects
    - iii. Board Member roles
      1. Due date - March 6, 2024
      2. Submit write-ups to Co-President Stradivari
    - iv. By-law revision
      1. Signature collection
        - a. Will complete at next meeting
    - v. Carnival planning update
      1. Things are going well and a lot of progress is being made.
      2. Discussion on inflatable slide.
        - a. Contract signed for inflatable slide rental.
        - b. **Action: Co-President Stradivari will ask principals about liability if it rains and we still use the slide if wet.**
      3. Face painter (Amy Harrison) is booked.
      4. Discussion on airbrush tattoo artist.
        - a. The balloon artist's wife does airbrushing tattoos.
        - b. Edie is following up and currently waiting on a quote from that vendor.
      5. Parentsquare email went out seeking donations for prizes.
      6. Several community member groups want to have booths.
        - a. MurrayHill Martial Arts/Taekwondo would like 2 booths.
        - b. South Beaverton Youth Cheer would like to have a booth.
          - i. **Action: Co-President Kim will follow up with SB Youth Cheer regarding a booth.**
      7. Discussion on performing arts.
        - a. Looking for any groups that would perform as entertainment.
          - i. Suggestion of Southridge HS choir.
          - ii. **Action: Secretary Ashleigh will email the carnival committee the contact info of Hiteon**

parent Anna R. who is the vocal music teacher at SRHS.

8. Discussion on food trucks.
    - a. There are services that carry the insurance and hook you up with the food trucks. We will have 2 food trucks.
    - b. Cotton candy vendor and Kona Ice truck are confirmed.
  9. Discussion on games.
    - a. Games have been reviewed and selected.
    - b. Sign up genius will be sent out for parents to sign up to host a game.
    - c. We are doing a version of beat the bucket instead of a dunk tank.
    - d. **Action: Committee chairs will follow up with principals about using foam arrows.**
  10. Discussion on layout of carnival games, booths, food trucks, etc.
- vi. Sensory path
1. If weather is warm and dry over spring break, that is the ideal time to complete the sensory path project.
  2. Secretary Ashleigh and Treasurer Megan will provide gas-powered power washers to clean the area for the sensory path.
  3. Once power washing is complete, then we can lay out the sensory path stencils and paint.
  4. Will need to place cones around painted areas after so will be left alone while drying.
- b. Board member updates
- iii. VP 1 Fundraising- Carmem
    1. Next Fun Run meeting is Wednesday, March 20 at 6pm at Hiteon in Room A118.
      - a. Agenda: Finalize t-shirts, finalize bibs, finalize prizes.
    2. Discussion on Fun Run t-shirts.
      - a. Alex (Hartlant Creative) will edit the design from 7 colors to 5 colors due to cost.
      - b. We received quotes for t-shirts from Adams Screenprint and a screenprinter that Alex would like to use for production.
    3. Discussion on yard signs.

- a. Suggestion of making laminated posters with the QR code and hanging on the fence at each entrance to the playground.
      - b. **Decision: Make a generic Hiteon Fun Run yard sign that a new QR code can be printed and attached to each year.**
    - 4. Discussion on volunteer roles to put in MyImpact.
  - c. VP 2 Community Events- Teresa
    - iii. Discussion on OBOB Update.
  - d. Treasurer - Megan
    - iii. Budget Update
      - 1. Edie's company Cambia Health sent another \$2000 donation.
        - a. First donation was Cambia Health's 2023 contribution.
        - b. Second donation is Cambia Health's 2024 contribution.
      - 2. Piccolo Mondo Toys Fundraiser check is coming in March.
        - a. Funds raised will go to the 5th grade party.
      - 3. Society Pie D4\$ raised a little under \$400.
      - 4. Checks written for reimbursement of staff accounts.
  - e. Volunteer Coordinator - Jen
    - iii. Still need volunteers to sign up for the Science Fair.
      - 1. Currently 5 volunteers are signed up.
      - 2. **Action: Vol Coordinator Jen will send out an email tomorrow seeking volunteers.**
2. New Business
  - a. Recruiting for 2024-2026 Board Member positions -Did not discuss
  - b. PTC Room and Dungeon Clean Out - Did not discuss
    - iii. Colonial Fair
    - iv. Passport
    - v. Reading Initiative
3. Kindergarten Orientation
  - a. Information for incoming Hiteon families
  - b. Should we sell spirit wear shirts during orientation to the incoming Kindergarteners?
    - iii. **Decision: Yes**
4. Budget Meeting
  - a. Plan for 2024-2025 Budget meeting to be sometime during 1st week of June.
5. Stock the Staffroom

- a. Teacher Conferences - April 25 & 26, 2024
- 6. Bluehost Renewal
  - a. Discussion on Bluehost
    - iii. 3 year renewal is coming up due 4/3/24.
      - 1. Price has increased from \$336.24 (4/2021) to \$539.64 (4/2024).
      - 2. Can we change payment from personal cc to Hiteon PTC Paypal?
        - a. **Action: Secretary Ashleigh to send Bluehost login info to Treasurer Megan.**
    - iv. Change of Registrant of the domain
      - 1. New Registrant is the Registered Name Holder of the domain name.
      - 2. Last done 7/2020 when the most recent secretary started. Changed from Alicia Schenbeck (via Carrie Tillotson) to Ashleigh Hendrick-Horner.
        - 3. Decision: Change to Hiteon PTC.**
    - v. Security PIN now required for login to bluehost.com
      - 1. Customer Support will ask for a security PIN each time we call or chat to verify access to the account.
- 7. Upcoming Events
  - a. March
    - iii. Daylight Saving Time - March 10, 2024
    - iv. Winter Walk+Roll - March 13, 2024
    - v. Science Fair - March 13, 2024
    - vi. Popcorn Friday - March 15, 2024
    - vii. Green Team Meeting - March 15, 2024
    - viii. Art Literacy Training Meeting - March 20, 2024
    - ix. Spring Break - March 25-29, 2024
  - b. April
    - iii. Board & General Meeting - April 3, 2024
      - 1. Last General Meeting of the year.
    - iv. Kindergarten Orientation - April 4, 2024
    - v. Spring Carnival - April 19, 2024
    - vi. Opening Ceremonies (Fun Run Kick-off) - April 22, 2024
    - vii. Stock the Staffroom - April 24, 2024