

**SEQUOIA MIDDLE SCHOOL  
PARENT FACULTY CLUB  
Executive Meeting  
February 13, 2024, at 7:00 PM**

**Attendees:** Leeann Hutchings, Shauna Potts, Douglas Corbin, Christina Flint, Nicole Evje, Sarah Reynolds, Amy Norris, Christina Parra.

**Call to Order: 7:03 pm.**

**Approval of Meeting Minutes for Executive Meeting 12/5/23**

- Nicole Evje 1<sup>st</sup>
- Sarah Reynolds 2<sup>nd</sup>

All In Favor: Ayes Have (6 Aye; 0 No)

**Board Member Reports**

**President**

Leeann Hutchings

- Eighth-grade promotion is on the last day of school, June 4<sup>th</sup>, 2024.

**Vice President**

Shauna Potts

- No Reports

**Principal**

Douglas Corbin

- The Eighth Grade Promotion Committee will meet after school tomorrow, 2/14/24.
  - Christina Flint (Treasurer) would like the Eighth Grade Promotion Committee to contact her on how payment processes should be handled. Mr. Corbin will convey that to Carie Wade.

**Faculty**

Jim Bergmann & Rebecca Machado

- No Reports

**Treasurer**

Christina Flint

- Teacher Grants are not being used.
- Homework Club: The annual budget is almost spent.
- Treasurer To Meet With Eighth Grade Graduation Promotion Chair.

**Vice Principal**

Ifeyinwa Obi

- No Reports

**Ways & Means**

Open

**Communications**

Nicole Evje

- Question: Promoting Leadership events in the past, do we also promote other Groups on our Facebook Page? Yes, we will promote it.
- Sequoia Middle School Music Boosters has a dining out, and we will promote it.

**Secretary**

Christina Parra

- The April 9, 2024, Executive Meeting will be changed to April 16, 2024.

**Hospitality**

Alaka Frolick &amp; Sarah Reynolds

- Renaissance Brunch went well.

**Volunteer Coordinator**

Jennifer Bamburger

- No Reports

**Member-at-Large**

Amy Norris

- Amy will Ask Kelly to run the Online Auction. Kelly is not running the Monte Gardens Auction.
- Read-A-Thon text will be sent to Kelly Starick, as she will be the point person. Kelly Starick will contact her teacher contacts regarding the next steps for the event.

**New Business****Updating Bylaws**

Nicole Evje

- At the year's first meeting, we determined that the bylaws needed to be reviewed.
  - Is that something we need to do this year?
    - Leeann will look at the bylaws and recommend some improvements. We need something simple: we need PFC bylaws and not a PTA version that we currently have.

## **Action Items - Spring Auction**

Nicole Evje

- Have we sent out a letter or received one yet?
  - We need to recruit heavily.
  - The sooner we can get the letter, the better. Shauna was working on the letter, and Leeann will follow up with Shauna so we can get items for the auction.

**Meeting Adjourned: 7:44 pm.**

**Approved: 4/16/24**