
REEF BOARD MEETING MINUTES

Roosevelt Library
June 11, 2014
5:30 PM – 7:30 PM

Board of Directors Meeting (public meeting open to all members)

Board Member Roll Call/Establish Quorum: (✓ if present at meeting)

Please note this following table will be updated with the new board members as soon as their terms become effective (July 2014).

Directors (Expiring 6/14)		Directors (Expiring 6/15)		Non-Voting Members	
✓	<i>Tammi Flemming ~ REEF Treasurer</i>		<i>Gina Andrews</i>	✓	<i>Dr. Donna Ronzone ~ Principal</i>
✓	<i>Sabrina Koceman ~ Acting President</i>	✓	<i>Chris Davis ~ REEF Secretary</i>		
	<i>Nancy Mixon</i>	✓	<i>Lisa Hall ~ eblasts</i>	✓	<i>Alison Throop ~ Teacher Liaison</i>
✓	<i>Stella Pynn ~ Financial Secretary</i>		<i>Eric Jensen ~ RESIGNED</i>		
	<i>Eric Sanchez~ RESIGNED</i>		<i>Jaime Perez ~ RESIGNED</i>		
✓	<i>Eric Schenker</i>		<i>Jeff Peterson ~ RESIGNED</i>		
✓	<i>Kristin Story</i>				

I. Welcome/Roll Call:

- Meeting began at 5:38 pm. Chris circulated the meeting sign-in sheet and did a board member roll call. New board members for 2014/2015 in attendance included: Angela Moloney, Kent Mixon, Jessica Rubio, and Douglas Throop. One additional REEF member was present: George Polchin. The New board members term is effective July 1st 2014.
- The board decided on the following term slots for new and returning board members. The board needs to fill four 1-year term slots according to the bylaws and procedures. The following members will fill the 1-year term slots (term will expire **June 2015**): Angela Moloney, Graham Lyons, Ian Jay, Kristin Story.
- The following members will fill the 2-year term slots (term will expire **June 2016**): Kent Mixon, Jessica Rubio, Douglas Throop, Sabrina Koceman, Tammi Flemming, Stella Pynn, Eric Schenker.
- Also noted to remind board members that the following current and active board members that have terms expiring in **June 2015** are: Gina Andrews, Chris Davis, and Lisa Hall.

II. Review REEF Bylaws:

- Sabrina passed out copies of the bylaws for each board member, she will pass these out at each meeting and will collect them at the end of each meeting so they are easily accessible.
- Kristin did research regarding how to amend the existing bylaws. Kristin has a recommendation for a third party person to do a legal review of amended bylaws, once we have agreed on those amendments.
- The board decided that the most effective and efficient way to make amendments to the bylaws is to take them home and review them on our own. Then come back together **June 25th at 5:30-7:30** to go through each section of the bylaws. This meeting will be a committee meeting and not an official REEF meeting. The bylaws committee will be led by Douglas Throop (*who was elected as the new Parliamentarian*). The parliamentarian will take notes on the proposed changes and incorporate the suggested revisions for circulation to the entire board for review. It may take several meetings to come to consensus regarding bylaw amendments, but this is important and we should allow for enough time to get it right.
- Once the bylaws committee is comfortable with the amendments made, the board will hire an outside legal representative to review the bylaws and offer recommendations. Once that process is complete the board will circulate the proposed revisions to the REEF general membership.
- A suggestion was made by Kent that the board should include an agenda item at the last meeting of each year to open up the discussion of any recommended bylaw revisions.

III. Nominate/Elect Officer Positions & Review Responsibilities

- For next school year (starting at the September 10th REEF meeting), Dr. Ronzone will be asking for 2 teacher liaisons to attend REEF meetings. Alison Throop will continue as one of the teacher liaisons, the other teacher liaison (upper grade teacher) is yet to be determined.
- **REEF President:** Stella nominated Sabrina for the position of REEF President. Sabrina accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Stella motioned to approve Sabrina as REEF President, Angela seconded the motion, all board members approved the motion, no abstentions and none opposed.
- **REEF Vice President(s):** Stella and Kristin were nominated to as co-VPs. Stella and Kristin accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Eric Schenker motioned to approve Stella and Kristin as REEF Vice Presidents, Kent seconded the motion, all board members approved the motion, no abstentions and none opposed.
- **REEF Treasurer:** Tammi was nominated to continue as REEF Treasurer. Tammi accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Kent motioned to approve Tammi as REEF Treasurer, Angela seconded the motion, all board members approved the motion, no abstentions and none opposed.
- **REEF Financial Secretary:** Stella was nominated to continue as REEF Financial Secretary. Stella accepted the nomination. The board was asked if anyone else would

- like to be considered for the position. None spoke up. Kristin motioned to approve Stella as REEF Financial Secretary, Sabrina seconded the motion, all board members approved the motion, no abstentions and none opposed.
- **REEF Secretary:** Chris was nominated to continue as REEF Secretary. Chris accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Sabrina motioned to approve Chris as REEF Secretary, Kent seconded the motion, all board members approved the motion, no abstentions and none opposed.
 - **REEF Parliamentarian:** Douglas was nominated for the position of REEF Parliamentarian. Douglas accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Stella motioned to approve Douglas as REEF Parliamentarian, Chris seconded the motion, all board members approved the motion, no abstentions and none opposed.
 - **REEF Auditor:** This position does not require an elected board member. George volunteered to give it a try. Sabrina motioned to approve George as REEF Auditor, Kent seconded the motion, all board members approved the motion, no abstentions and none opposed.
 - **REEF Public Relations/Communications Liaison:** Kent was nominated for the new position of REEF Public Relations/Communications Liaison. Kent accepted the nomination. The board was asked if anyone else would like to be considered for the position. None spoke up. Sabrina motioned to approve Kent as REEF Public Relations/Communications Liaison, Angela seconded the motion, all board members approved the motion, no abstentions and none opposed.
 - **Nominating Committee:** A nominating committee for 2014/2015 REEF elections was discussed. Only board members NOT up for re-election should be on the nominating committee. The board agreed on the following members for the nominating committee: Jessica, Kristin, Eric Schenker.
 - Each person elected in a position above should review the responsibilities/duties handout that Sabrina provided during the meeting, make recommendations or suggested edits and send those to Stella to incorporate (no need to send to the entire board).

IV. REEF Committees

- Sabrina led the discussion of the open REEF committees. The following open committees were filled or discussed during the meeting. All open positions will be recruited for by board members and posted to the eblast to try to get those positions filled as soon as possible.
- Annual Fund – Angela Moloney & Geoff Brown
- Apparel - Kent said he will ask Mara Peters, everybody else should ask around to see who would be interested.
- EBlast – Lisa with Emily Carey backup
- ASEP – Mari doesn't want to do it again next year, everybody else should ask around to see who would be interested.
- Bulletin Board – Chris Davis (Chris will coordinate with Dr. Ronzone, Sabrina, Lisa regarding schedule of events).

- Carnival – Sabrina & Emily
- Childcare – Alison Throop
- Coffee connection – Chris will talk to Sylvie to see who she thinks might want to take it over. Coffee connection should start with 6th grade then work down to K/T-K.
- Cultural Arts – Kristin Story, Sylvie Rich, Christina Sanchez
- Directory – Kristin & Bonnie Bache
- eScrip/Grocery Store Program – Jessica Rubio
- Fall Ball – Sabrina & Emily
- Family Nights – Katie Fisher (it would be nice to invite the teachers to come too)
- Hospitality – Angela & Gina. Gina said at an earlier meeting that she would plan the Kindergarten tea, but we need to confirm this with her. Ice cream social should be planned for Monday Aug 25th – school starts Aug 27th – everyone on the board should go.
- Kindergarten Handbook – We don't need this committee but please send files to Kent so he can use them for PR purposes.
- Read with Roosevelt – Jennifer Mansbach
- Room Parent Coordinator – Jessica Rubio
- Rose Run – Kent will ask Becky Aaronson, Kristin will ask Jessica Smith
- Rough Rider Round Up (Party Book) – Sylvie Rich & Chris Davis
- Teacher Appreciation – Sabrina, Tammi, Stella – plan for 3 events per year: beginning of school year, holiday, end of year.
- Tile Wall – Jennifer Mansbach (This should be part of the Annual Fund marketing).
- Rough Rider Dine Out – Sabrina, Tammi, Kristin, Stella
- Website Coordinator – Marc Flemming
- Yearbook – Anabella Lehne
- Translation – Anabella Lehne

V. Discussion of Board Protocol

- Email should be limited to REEF business only and should not be used to address issues/concerns. Issues/concerns should be directed to the President (Sabrina) who will add appropriate topics to the next meeting agenda to discuss such issues or concerns.
- In general try to limit the use of email and do not reply to all unless necessary. For example, no need to reply to all for approval of checks, just reply to Tammi directly.
- No individual board member should be responding to concerns/issues from other individuals via email, essentially speaking on behalf of the board. The Public Relations/Communications Liaison (Kent) will act in this role in the event that this is necessary and with prior board approval.

VI. Check Signers

- The board agreed the following members will be the 2014/2015 check signers: Chris, Stella, Kent, Kristin. Tammi will coordinate a date in July for all to go to the bank together.

VII. Other Topics Discussed

- The REEF website was discussed because the Isa & Darryl who are currently updating the website are no longer able to do so. The board decided to table the website discussion to another date because there is some thought about perhaps including a separate REEF website from the Roosevelt school website. Marc Flemming has volunteered to help with updating the website.
- Table the discussion of potentially amending bylaws to allow the board to appoint a general member to the board if a vacancy has been made, instead of having to wait for the next election cycle.
- George recommended that we should add time limits to the agenda topics to keep the meeting on track. Everybody agreed that is a great suggestion. Lisa Hall and Kristin Story volunteered to enforce the time allotments to keep the meeting moving forward.
- It was agreed that it is appropriate to review and approve the REEF meeting minutes during the board of directors meeting and not during the general meeting. All members are welcome to attend both meetings, but the board felt that review and approval of meeting minutes is more appropriate to include during the board of directors meeting.
- All agreed to start REEF meetings at 5:30. The board of directors meeting would be from 5:30-6:00 (or 5:15 to 6:00 on occasions where we need additional time), and the general membership meeting would be from 6:00-7:30 PM.
- Sabrina will work on setting the REEF meeting dates for next year. Once the dates are set, they should not be changed. The meetings will occur on Wednesdays. The first meeting will be September 10th.
- Sabrina made a motion to adjourn the meeting, Douglas seconded the motion, all board members approved the motion, none opposed.

Meeting Adjourned at 8:25 PM