

ROCK CREEK ELEMENTARY PARENT TEACHER CLUB

ROCK CREEK ELEMENTARY SCHOOL PTC
4125 NW 185TH AVE. PORTLAND, OR 97229
TAX ID #93-1145502



Meeting Date: **September 4, 2025**

Called to order at 7:08 pm

Mtg closed 8:01 pm

Board Members Present: Brad - 1st VP, Yennie - Comms, Alison - Comms, Tawnee - Treasurer, Wes - 2nd VP

Alison filling in as secretary tonight.

Agenda:

- **Rocket Run:** Planning committee needs, [t-shirt ordering](#), run-of-show planning, comms for donations, donation packets (if doing). If we are ready to post volunteer opps Allison P. has offered to help while we're waiting for a Volunteer Coordinator.
 - Board t shirt sizes: Wes Adult M Large, Alison Adult Small, Tawnee Adult XS, Yennie Adult Med, Brad - Adult XL; Sakina - Adult M, **Beth - TBD**
 - RR website tour: Team Rock Creek!
 - Comms: share QR code, push parents to register, ask for ppl to join RR planning committee
 - Donation packets?? Vs purely digital
 - Per Tawnee: cash/coin contribution has been 1/3 of total, and money rolls in all year
 - Consider scaling down compared to the effort put in to packet-building in years past
 - T-shirt logo review – Yennie to make vectored version and share to Brad
 - Also need sponsors' logos ASAP
 - Review timeline
 - **Tshirt order in by September 9.**
 - Assembly 10/3
 - T-shirt folding party the week of – > deliver to school
 - Anyone know of free/cheap snacks? Wes to ask the apple orchard
 - Money counting in the weeks after
 - Official tasks

- Ideas for sustainable prizes: water bottle stickers, what else (non-disposable or intangible/experiential preferred)? Multiple tiers for the whole school - Brad will check with Amy
- Can we think about having a registration prize ie if 80% of school signs up thru website - Brad will check with Amy

Critical Tasks

Run of Show, Set-Up, Run, + Tear Down Brad	Lap Tabulation + Money Counting Jessica Martell?	T-shirt Order + Packet Creation + Prizes Brad and Yennie	Volunteer Coordination Allison P
Supply Ordering + Tent Collection	Lap Cards + Teacher Name Cards	Snack Ordering + Pickup	Volunteer Food + Snacks Brad
Pull Supplies out of Attic Tawnee	Rocket Run Assembly	Leads Day of Warm Ups	Day of Photography + Photo Processing

Do we need emergency snack packs this year? (Beth)

Does Bach to Rock need COI for this year's event? (Beth / Amy)

- **Financial update:** Tawnee/Sakina I turned in my reimbursement request for the staff in-service breakfast + new family breakfast. I discussed with Amy and she knows she's spent a substantial amount of her funds but that is by design as she has other funds to use now that the school year has started.
 - Generally COVID surplus is winding down
 - Sakina--did you order the coffee maker for the staff lounge and printer paper? Please confirm which line-item budget those are hitting.
 - Brad/Tawnee--can you please request classroom student numbers from Jess and complete the classroom budget? Brad, perhaps you request this along with the t-shirt sizes for students? Once we have classroom budgets please share all budgets with staff Tawnee/Sakina.
 - Now that #s are available → can finalize class budgets
 - Brad/Tawnee--can you please ask Jess if they want to cancel the **Percasso water** service (we received the Sept. invoice already)? Jess mentioned this may not longer be needed but she was going to confirm.
 - Tawnee will take this on and reach out to see if still needed to continue
 - Reimbursements:
 - Had found good rhythm as of last year
 - Needs to convert into this year's form (update year)
- **Passive Fundraising:** Any other dates locked so far besides Odd Moe's and OSF? Please make sure you're completing the BSD passive fundraiser form for each event. I'd also love to get our Spirit wear comms out again on the website and in the Rocketeer! Chelsea has the contact if she didn't share with you already, Wes.
 - OSF 9/10 all day dine-in and order online (code RCES) – comms: please share OSF standalone PSq post the day before + flyer
 - Odd Moe's 9/26 5-10PM and then approx every other month
 - McDonald's 10/22 5-8PM, in person + deliver

- **Comms:** Rocket Run is the priority (especially how to share out website donation page + volunteer opps), and upcoming passive fundraisers, please promote open board positions this month as well.
 - See other agenda items
- **Misc.:**
 - Tawnee - Facilitron needs our insurance please.
 - Brad has made requests for the year ahead (facilities, events, etc.)
 - Tawnee aware / plans to catch up this week
 - ~~Tawnee/Sakina - please confirm when we have submitted for our insurance for this year.~~
 - Brad--can you check with Jess that we have our school reservations in the system correctly?
 - Yes, see above
 - **Brad - Can Facilitron payments be made ahead of time?**
 - Nitin may not be able to continue leading the walking school bus. I'll check in with him this week but it would be great to post on socials/website about the opp to help lead the Walking School Bus this year (we can pull from comms sent last year when we were recruiting).
 - Will add to next Rocketeer
 - Can make post for socials
 - **Thanks** for getting the bulletin board updated **Yennie!** Please let the board know if you need any help/updated photos.
 - Request for family photos from (new) Board Members
 - And please also a headshot from all for website