Amigos de Birchwood Meeting Notes

October 20, 2022

Meeting Participants: Jessie G., Cherish J., Katie L., Kaycee P., Becca, Joelene B.

**BBQ Feedback**

 Teacher Feedback

* Overall positive from parents
* Great opportunity to gather
* Lots of people attended

 Lessons Learned and Considerations for Next Time

* Prep and assemble food before setting out for people to take
* Put and assemble food in boats for people
* Start grills early in the day it takes a while for them to warm up
* Print out BBQ flyer in advance with timing info for open house and BBQ
* Have announcement that open house ends and BBQ is starting over PA during event
* Have music / play list or DJ for event.
* Have BBQ and open house earlier in the year
* Suggestion to have a performance to make transition from open house to BBQ

**Amigos de Birchwood Organization**

* Committee with core group to recruit volunteers
* Committees for success - have leadership for event that is separate from Board
* Elections/Board roles decided/designated and voted mid-year.
* “Task Force” separate to establish structure and framework for Amigos de Birchwood.
* Ideal board size is typically 8-11, consider 6-8 (odd number helps alleviate ties in voting).

**Heritage Night**

* Have 5th graders greet people/participants like at airport arrivals.
* Have Passport that gets stamped for each continent.
* Work with staff to combine Heritage night with “who we are” IB unit. IB unit could also be a resource for Heritage night.
* Heritage Night leadership team - Kaycee, Becca and Celeste.

**Padres - Update**

* Looking to engage parents involved with lunchroom, class engagement and Amigos.
* Welcome other to joining meetings
* Amigos provide presentation at Nov 16 meeting.

**Next Steps and Items to Do:**

* Get access to Facebook for Amigos de Birchwood events
* Draft letter to communicate to families who want info and to help. Information will distinguish between Board Members vs Committee Leadership(Sarah B. Volunteered for this).
* Define Roles and Responsibilities for different roles (via email) - Kaycee volunteered for this.
* Cherish to schedule task force meeting for Board structure
* Respond to volunteer interest emails
* Follow up with Elizabeth Montoya re: Heritage Night (Cherish)