# Meeting Minutes

Date: September 23, 2025

Call to Order: 4:15 PM

Location: Richmond School Library

## Attendees

* Monica Major
* Brian Boyer
* Patty Parker
* Valerie White
* Kearstin Anderson
* Chandra Jabbs

## Agenda Items & Discussion

1. Appoint Officers

Kearstin Anderson nominated Monica Major as President, seconded by Brian Boyer. Motion approved unanimously.

Brian Boyer nominated Kearstin Anderson as Vice-President, seconded by Chandra Jabbs. Motion approved unanimously.

Kearstin Anderson nominated Patty Parker as Treasurer, seconded by Monica Major. Motion passed unanimously.

Kearstin Anderson nominated Chandra Jabbs as Secretary, seconded by Monica Major. Motion passed unanimously.

1. Halloween Carnival

Major discussed the need to finalize the date and time of the Halloween Carnival. October 24, 2025, from 5-8 pm was discussed and agreed to by consensus. Major discussed the need to recruit volunteers to run the games, and set-up/clean-up. Lassen College athletics have supported the carnival by running the games. Requests are submitted to the Lassen College Athletic Director to determine availability of these students. Parent volunteers will be needed for set-up and clean-up of the carnival.

Flyers for candy donations were provided to Boyer for distribution by teachers in the classroom. Candy donations are due in the classrooms by October 22nd. An ice cream party will be provided to the classroom that collects the most candy. Board members are going to continue discussions with other businesses for the donations of 2L soda bottles for the ring toss.

Ticket prices will remain the same as the prior year.

Parker discussed that $850 in cash donations had been received for the carnival to date. Susanville IGA is donating $100 in hot dogs. Blach Distributing has committed to donating soda for the dinner. Board members are going to continue discussions with other businesses for the donations of 2L soda bottles for the ring toss.

1. Pumpkin Patch Donation Request

A teacher request was submitted for funding to cover the cost of the tickets and bus rental for the Pumpkin Patch Field Trip for K-3. Cost estimates are $960. Major made a motion to approve, Brian Boyer seconded the motion. The motion passed unanimously.

1. Water Park Field Trip Donation Discussion

Discussion to support the water park field trip for grades 4-8 in the spring. Members were supportive of this discussion. Item will be brought back at a later date to discuss funding needs.

1. Teacher Shirt Donation Request

Major presented a donation request from the teachers for RCA to purchase spirit wear for the teachers to wear on spirit days. Anderson and Boyer are going to work together to get a quote on the cost of this item.

1. Donation Request Forms

Major presented prior year’s forms to distribute to teachers for their classroom requests. Forms will be distributed to the 15 classroom teachers.

1. By-Law Amendment

Major presented the current by-laws and a draft of proposed amended by-laws. Jabbs agreed to review the by-laws to present at a subsequent meeting for adoption.

1. Treasurer’s Report

Parker discussed the difficulties with transitioning the signers on the bank account from preceding RCA Board Members to current RCA Board members. A letter will be drafted with the new board members to aid in this transition. The Venmo account has been corrected and correctly presented on marketing materials. Jabbs discussed verifying the status of the 990 filings.

Jabbs motioned for adjournment, Boyer seconded at 5:12 p.m.

## Next Meeting

Date: October 7th

Time: 5:15 PM

## Approval Signatures

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Chairperson Signature

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Secretary Signature