

SunRidge Educational Foundation
Meeting Minutes for **Thursday, 5/24/19**
Meeting Location: **SunRidge Conference Room**

Roll Call

8:40am

I. Establishment of Quorum – below minimum attendees

Present: **Robert, Dale, Cheryl, Gene, Francois**

Apologies: **Hassanah, Nell, Willie**

Guests: **Kalen**

II. Review of minutes & agenda from 3/29/19 – Dale/Cheryl 4-0

And approval of minutes from 4/25/19 – Dale/Cheryl 4-0

III. Review of agenda – Gene/Cheryl 4-0

IV. Correspondence – A parent has been on the auto-payment pledge setup, and the charge did not go through initially, but then did. A larger question of confirmation of auto-payment, and perhaps a process is needed for when a family leaves a school to stop pledge charges.

Open Session: **No one spoke.**

Public notice: Audience participation is welcome and encouraged. The President will recognize those members of the audience who wish to speak, and may set a time limit on each person's remarks if necessary. Usually the President will ask the audience for their remarks after individual Board members have had an opportunity to speak.

V. Business

1) Follow-up on Action Items

QuickBooks

To review our total potential expenditure and revenue for 2018/19 against YTD actuals once the reconciliations in QuickBooks are up to date. We will also review the reporting format and new items in the monthly, quarterly & yearly financial reports. This will be done after our taxes are filed.

Deferred action:

3/1 – no new action on this. 4/25 Action is deferred; 5/24 Discussion about an expenditure of funds to pay Misty to organize our finances. **Robert** will discuss with **Hassanah** and **Cheryl** will talk with **Misty** about getting some Foundation finance reports.

Accounts

We have 4 accounts, with the intent to get down to 2.

Deferred Action: **Hassanah** will not close the Umpqua account and transfer the balance (~\$7,000) to the SEF Redwood Credit Union account until she determines if the Redwood CU is able to set up class specific accounts to enable the set up and use of individual PayPal accounts. The intent is to allow class specific fund raising events and donations to go directly to each class when appropriate. Also, individual accounts will allow each class to better track the status of class funds for field trips and other needs.

The intent is to get down to 2 banks (Exchange Bank, Redwood Credit Union) after we find a solution to accepting recurring pledge payments by credit card which at the moment are being deposited into the Wells Fargo account. Our intent is to close the Wells Fargo account.

Action: **Kalen** and **Theresa** will contact **Hassanah** to meet about bank accounts.

Deferred Action: **Robert** will close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 p.a. in “admin” fees. (past donation of about \$10K of Apple shares, managed by them.) The new account will be with tastyworks; however the transfer requires a lot of paperwork.
3/29 – no new actions. 4/25 Action is deferred

2) SEF Website

Deferred Action: **Robert** to link the current site (sunridgefoundation.weebly.com) to the new domain name purchased from GoDaddy (sunridgefoundation.com). There have been some issues with the Weebly password changing. Robert will be spending a small amount (~\$100) to purchase the domain name registry.

Action: **Robert** to set up a new SEF PayPal or Square account and link it to the Redwood CU account so that we can add a “donate now” button to the site.

3) Funding allocations for 2017-18

New Requests:

Kitchen:

Lisa Eschenberg came to the meeting and shared options for a range, and she recommended meeting with a restaurant supply company in Santa Rosa, and talking with a representative with our needs. She offered to do this. We also have identified a need for 3 sinks, and a warming oven. There is also a need to refrigerate, warm, and document, but **Patti** at the D.O. is researching the refrigerator. Our current range hood is not working (and may need repair). We hope a restaurant supply store could send someone out to examine our space and assess what needs to be done. 5/24 – Lisa gave us an estimate for a new stove and oven - \$3495 4 burner, 16” x 22” oven, with 4 racks. She also priced some cooking equipment (pots, safety guard, et.) totaling no more than \$400-\$500, that would be necessary. 10 Q pan ~\$57, lettuce spinner \$150, 32 gal stock pot \$130, colander ~\$35, 16”x22” sheet pans (4) \$40; 30 Q lidded pan/pot \$165 - ~\$4565 – for purchase of the equipment. A motion to approve \$5000 for the purchase of the stove and accessory equipment, as recommended by Lisa; Dale/Robert 4-0 approved.

Action: **Lisa** will go to the supply place next week.

Action: **Kalen** will talk to Patti about what the needs are to implement the required program and what the district will be providing.

Bench to honor anonymous donor

Action: **Kalen** and **Robert** determined the donor wishes to have the new sycamore benches dedicated to them. The new benches will be installed after **Willie** returns.

Aftercare program

Hassanah gave **Kalen** the check for \$3000 as a stipend for **Deanna Kempthorne** who worked at substitute pay for 6 months and developed the aftercare program. The money is out of **Kalen’s** professional development fund.

Trailer

Deferred Action: **Willie** will find and purchase a smaller, dual axle, dump capable trailer suitable for hauling site materials (as per SEF approval on 10/5 meeting).

Action: **Francois** will investigate over the next few months if he can find some suitable trailers near his work site in Vacaville. 4/25 deferred action.

Lighting and sound setup for gym / outside events

Robert talked with Matt Jones about training staff members on its use.

Incentive for community members to enroll in pledge auto-payment

Screaming Mimis provided a total of \$525 in certificates for \$400 (ie. Donated \$125) which we can provide to families who pledge.

4) Fundraising, Funds and Revenue for 2017-18

Grant Writing

Parents in the 2nd and 3rd grades (with younger siblings) would like attend the Edible Schoolyard workshop (\$650/person) to go to the training in Berkeley. They've applied for grants/scholarships, and **Kalen** is also considering professional development funding. **Vanessa** would also attend. **Dale** received a grant through DonorsChoose.org for sport nets.

Deferred Action: **Robert** and **Dale** will list grant timelines available (locally, regionally, state-wide) with timelines for applications, and also a list of direct ask contenders for needs we know already exist - June.

Investments and Borrowing

Deferred Action: **Robert** and **Francois** will look into a place to deposit our reserve funds to earn better interest, in a place that is FDIC insured. Some places came up (Capital One, Bankrate, and the like).

Deferred Action: **Francois** will talk to **Nick Sanders** (member or former member of board of SICS).

Pledge Update

We are yet to implement the incentive for the first 20 families (whether they are currently pledging or not) that take up the option of regular automatic pledge payments.

Action: **Kalen** will discuss with **Theresa** before deciding whether to offer gift certificates this year.

Fundraising Plan

Deferred Action: **Robert** has emailed the fundraising plan to the SEF members for review.

Basketball Hoops

Action: **Dale** will place an order within the \$2000 approved budget to have these in place for next school year in August. **Dale** needs to talk with **Willie** to get a plan, perhaps by email over the summer.

Spring Fling Tickets – The event was canceled. **Kalen** would like to use the money that was allocated for free faculty tickets to treat the teachers to a meal at Handline on Friday, May 31st, 3:30-5pm.

Supporting teachers with mini-grant expenditure – **Kalen** will survey teachers to see what their end of year expenditures might be, and may come up with a request of SEF for funding to offset these out-of-pocket costs. SEF review and potential approval will then be done by email.

5) Board Members

3 may be retiring soon, one is currently on leave for an unknown time, we need to recruit some new members. The goal would be to have 9 seats, with 2 meetings attended before voting in as a member.

Action: **All** to continue to seek out new parents that may be interested in joining the board.

6) Next Meeting / Close

Friday, August 30th at a **time to be confirmed** in the library.