

SunRidge Educational Foundation
Meeting Minutes for **Friday, 10/28/16**

I. Roll Call

9:00am

Present: Cheryl, Gene, Hassanah, Robert, Nell, Mark
Guests: Dale, Kalen, Willie, Francois

II. Approval of minutes from 9/30/16: Robert/Gene 6/0

III. Approval of agenda: Add site committee as #8 and add Falling Leaves Festival under Fundraising. Approved with additions: Hassanah /Cheryl 6/0

IV. Correspondence: Mark reported that the Foundation received a donation for this year (in addition to the one received for the Kindergarten transition last May) from the Shelby Collum Davis Charitable Trust. The Board discussed ways to express our thanks.

Action: Mark will talk to the kindergarten teachers about taking some photos of the kindergartens and perhaps having the children draw a picture that could be sent to the donor.

Open Session: No one spoke.

V. Business

1) Follow-up on Action Items from Previous Meeting

- 1) **Action: Scheduling an appt with potential bookkeeper:** Done and on today's agenda
- 2) **Action: Robert and Mark to discuss Pay Pal set up:** Not yet, will schedule.
- 3) **Action: Talking to Wells Fargo about credit card charges:** Done, but they said the charges are not bank-related. We must inquire with the credit card company. Board discussed opening an account with a local bank and closing the Wells Fargo account due to Wells Fargo business practices.
- 4) **Action: Clarification on remaining budget needs for Kindergarten project:** Mark was unable to get budget numbers from Kindseth Builders; on today's agenda.
- 5) **Action: Pledge reminder process and costs to be determined:** Mark has not had an opportunity to discuss with Theresa. Revisit in November.
- 6) **Action: Other bids on adding around baseball field:** on today's agenda.
- 7) **Action: Irrigation of hillside:** on hold for now given the season and need to focus on other aspects of the gardening program for now.
- 8) **Action: Cargo Net:** on today's agenda.
- 9) **Action: district athletics budget:** is not available from the district.
- 10) **Action: "Donors Choose" request for future sports equipment funding:** Dale has begun work on this, hopes to have it completed by December.
- 11) **Action: contact a potential parent with a marketing background to help market the auction:** Cheryl did speak to the identified parent and she indicated that she would help.
- 12) **Action: Alumni and grandparent reach-out:** Gene met with both Summerfield and SIC for to learn about their efforts. He also put an article in the bulletin inviting grandparents and friends to come to the Falling Leaves Festival.

New Action Items From This Meeting:

Action: Mark will visit and get information about local banks/credit unions in regards to meeting our needs most optimally (instead of Wells Fargo).

Action: Mark will talk with Persinger Architects for consult or referral on hallway lighting options/design.

Action: Robert will get Permaculture Artisans description of field track work to **Hassanah** so she can meet with Park Landscape for another estimate.

Action: Kalen will get **Robert** the phone number for Erin at RESIG so he can contact her about the cargo net.

Action: Mark to email Board members when he has received all remaining invoices and a projected itemized budget for remaining work to be done on the Kindergarten project. Board agreed that once received, funds could be allocated through an email vote.

Action: Nell will coordinate the project to select and blow up photos to small poster size for hallway featuring of Pledge-funded programs.

Action: Mark will write text for website and send to Heather Thurber.

2) Reports on New Projects

Solar Tubes in Middle School Hallway

The board discussed the concerns about this option, namely the potential for leakage on the flat roof above, the district's unlikely approval of the installation, and the potential for injury or damage with occasional teenagers on the roof at night. It was decided that we need some expert advice on what the best option or improved lighting might be.

Action: Mark will talk with Persinger Architects for consult or referral on hallway lighting options/design.

Track around baseball field

Robert got an estimate for the running track around $\frac{3}{4}$ of the upper field from Permaculture Artisans at \$15,000.

Action: Robert will get Permaculture Artisans description of field track work to **Hassanah** so she can meet with Park Landscape for another estimate.

3) Fundraising Allocations for 2016-17

Cargo Net

Robert has costs, but the wide span would require central supports. Robert asked for clarification about the cargo net's priority, and the group felt it is for the children. Perhaps doing a narrower net would be simpler/safer? Or two narrower nets? Design considerations for safety are paramount.

Action: Kalen will get **Robert** the phone number for Erin at RESIG so he can contact her about the cargo net, and **Robert** will also inquire as to how wide a net can be with only outside supports.

Kindergarten Project (remaining actions)

Mark reported that he still doesn't know how much of the budget remains since he has not yet received the last invoice from Kindseth Builders. He reported on what work remains but also did not have estimated costs for that work. The Board felt that it needed those numbers prior to allocating any additional funding.

Action: Mark to email Board members when he has received all remaining invoices and a projected itemized budget for remaining work to be done on the Kindergarten project. Board agreed that once received, funds could be allocated through an email vote.

Garden Program Needs

Kalen presented the proposal from Permaculture Artisans to host our 3rd grade at their farm/center 6 Fridays during this year. The cost would be minimal for the value of what the school would be receiving and it would enable the 3rd grade to have a strong "farm year" experience now that the country campus is no longer ours. \$1200 plus about \$500 in supplies would be the cost for this year. She is requesting Foundation funding as this is not in the school's budget and she (and others) don't think asking parents to pay for each outing is appropriate.

Moved and Approved: To allocate up to \$2000 this year for the 3rd grade farm program at Permaculture Artisans. Review at end of this year to see if ongoing funding can be incorporated into the school budget. Mark/Nell 6/0

Kalen also reported that, much work is being done to resituate the program on the town campus, and to strengthen and build it. Needs have been identified: a stove for the kitchen (now in place), plastic floor runners for the classroom (previously the REACH computer room), an outdoor sink located near the gardening area, repairs to the floor in the kitchen, a small green house, and compost and soil. Kalen requested \$3000 to support these needed improvements to the garden program.

Moved and Approved: To allocate up to \$3000 for these garden program needs. Gene/Cheryl 6/0

4) Fundraising for 2016-17

2016-17 Auction Update

Robert reported on Amanda's continuing work and success in securing donors. Will begin efforts to involve parents after Falling Leaves Festival is past.

Pledge Program

Kalen expressed some concern that pledges are a bit lower than they should be, though the participation rate is quite high (84%). The Board discussed the idea of creating some nice photographic posters for the hallways.

Action: Nell will coordinate the project to select and blow up photos to small poster size for hallway featuring of Pledge-funded programs.

Moved and Approved: To allocated up to \$1000 for the pledge poster project. Mark/Gene 6/0

Garden Grant update

Robert, Kalen and Vanessa are coordinating efforts and will submit the \$2000 grant on time. We will hear about the results in February.

5) SEF Website Status

Heather is ready to go.

Action: Mark will write text for website and send to Heather Thurber.

6) Accountant / SEF Financial Controller role

Mark, Robert, and Cheryl met with bookkeeper Misty Mesel of Cumulus Bookkeeping. She was very personable and capable and could set up us in Quickbooks in only a few hours and then manage our books for 2-3 hours per month at a cost of less than \$200 per month. Mark has already given her the books for the 2015-16 school year and she will begin by entering those in Quickbooks so we can use its reporting capability for submitting our data for tax return purposes.

7) Adding Dale Thurber to Board

Move and Approved: To appoint Dale Thurber as a new Board member. Robert/Cheryl 5/0

8) Site Committee Need

Kalen presented the need for the school to have an active site committee that can look at campus wide direction and needs, and prioritize and recommend improvements to the Charter Council. Ideally this committee would have representation from CC, PC, SEF, and faculty, and include those with key skills like landscape design and construction.

Next Meeting is Friday, November 18. December meeting was scheduled for **Friday, December 9.**

Meeting Adjourned at 11:17am