

SunRidge Educational Foundation  
Meeting Minutes for **Friday, 12/21/18**  
Meeting Location: **SunRidge Library**

**Roll Call**

**8:35am**

**I. Establishment of Quorum**

Present: **Robert, Dale, Nell, Cheryl, Willie, Hassanah**

Apologies: **Gene, Francois**

Guests: **Kalen**

**II. Review of minutes & agenda from 11/30/18** – Approved **Dale/Willie** 4-0.

**III. Review of agenda** – Approved **Cheryl/Nell** 6-0.

**IV. Correspondence – Benevity** - \$1700 will be direct deposited as an employer-matched contribution (Google) to the SEF! – on behalf of an additional parent. This is our second employer-match contribution.  
**Action:** **Hassanah** will check that the first donation from Dell was received (about \$1600) and deposited.

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

**Hassanah** met with **Misty** to get the accounts up to date and ready for the tax return. There will be another phone call meeting to clear up the remaining expenditure items that are still in question. The intention is to have the June – December 2018 half year statements of financial activity and financial position reports available to review in the January meeting.

There was discussion about the math stipends and making sure we have records completed for our tax forms (vailab1099). **Hassanah** working with **Misty** and **Makena** to get this settled.

**Deferred action:** 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.

General comments;

- **Hassanah** requested we put our minutes in Google Drive so they are always accessible from any machine. This would help record-keeping.
- **Hassanah** also mentioned there have been some procedural hurdles with reimbursements and funding requests – we need a form to track expenditures filled out by the requesting entity to better track and organize our records (we believe already have funding form, created a few years back). We'd like to bring into alignment with all fundraising action on campus. We'll need to clarify to fundraising entities how it will pass through the SEF.
- Additionally, **Hassanah** suggested we keep a small percentage from each event goes back into the general fund. We will have further discussion at the next meeting regarding this topic.

## Accounts

**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:** **Hassanah** will have a conversation with Redwood Credit Union about how we could setup class accounts with our desire to set up PayPal accounts for each class.

**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.

## 2) **SEF Website**

Although still a work in progress, we are close to publishing the site - needs some more recent photos and a reference to employer matching gifts as well as a few more success listed, the list of board members and terms added as well as inclusion of SEF partners. Also, needs clickable signup buttons for eScrip, Smile (Amazon), and one for donations.

**Action:** **Robert** to link the current site (sunridgefoundation.weebly.com) to the new domain name purchased from GoDaddy (sunridgefoundation.com).

**Action:** **Robert** to set up a new SEF PayPal account and link it to the Redwood CU account.

## 3) **Funding allocations for 2017-18**

**New Requests:** None from the Faculty or staff.

**Laptop** – **Steve** went ahead and replaced a Solid State Drive of 256 GB for @ \$60. Also, a new power cord was purchased by **Ryan** to use the old laptop.

**Dale** also suggested we use the [sunridgefoundation@gmail.com](mailto:sunridgefoundation@gmail.com) account which has Google Drive access, to store SEF data, and that directory would be shared with SEF members for access to minutes and agendas, and perhaps other documents. **Cheryl/Dale** also indicated it is important to have local storage of SEF data.

**Action:** We'll continue to use the HP laptop for general SEF work (minutes, google doc storage) as well as for auction purposes and continue to consider a purchasing a new laptop if the speed and internet connection get too slow.

**Trailer** – following discussion on this in previous meetings, because a smaller trailer would still be used regularly by **Willie** and can be stored securely in the fenced area around the solar panels, the board agreed to invest in a smaller sized, dual axel, tip capable trailer.

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

### Lighting and sound setup for gym / outside events

**Steve**, who **Nell** knows and is involved with Analy's stage, assessed our need and the equipment proposed in the quote. He documented his findings and emailed it to Nell, who has shared the document with **Robert**.

**Robert** also met with Atticus from Diversified Stage in the gym so he could confirm his understanding of the sound and lighting needs of the multi-purpose room.

**Action:** **Robert** will forward Steve's analysis to Atticus for review, and if the 2 assessments of the best equipment for our needs is in alignment, we'll be prepared to move on the purchase.

## 4) **Fundraising, Funds and Revenue for 2017-18**

### Portrait Funds

**Robert** and **Kalen** met with **Mariah** and proposed the portrait funds be held for class mini-grants (up to \$500 per request) and she is supportive of this.

**Action:** **Kalen and Dale** will present this to the faculty and **Dale** can help the teachers with their grant requests if needed. The how-to document for crowdfunding will also be shared with the faculty.

### Grant Writing

**Dale** has a grant request for juggling equipment in with the Sebastopol Rotary Club.

### Investments and Borrowing

**Robert** spoke with **Mark Herrera** from Rudolf Steiner Foundation several weeks ago to learn about their lending business and also some possibilities for investing in their fund. SEF would receive a return of 1%, on a minimum investment of \$1K + a further 0.5% in the form of a grant to the school paid on June 30 after the 1<sup>st</sup> anniversary of invested funds. We could eventually explore options with the RSF regarding future loans if needed.

**Action:** **Robert** followed up with **Mark** and he is available at January meeting.

**Action:** **Gene** 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).

### Wholefoods Program

**Cheryl** advised the nickels for non-profits program by Whole Foods has closed this year. We will see if we can be approved for the program next year.

### Pledge Update

There has been a small increase in automatic payments. Now 12% of families pay pledges this way.

We discussed and agreed adding an incentive for the first 20 families that take up the option of regular automatic pledge payments. SEF approves the purchase of \$400 worth (at whatever discount) of gift certificates to support auto payment "Ice Cream Incentive" program. The value of vouchers given will be based on 10% of any recurring amount from \$100 - \$500 (\$10 to \$50 max in vouchers)— **Robert/Dale** 6-0.

**Action:** **Nell** will purchase the gift certificates – 20 x \$10 & 10 x \$20 (more depending on the amount of discount given).

**Action:** **Kalen** will check with **Theresa** about how to track the “Ice-cream Incentive” program.

**Deferred action:** **Cheryl** will speak with **Makena** about setting up a table at pickup times to help show parents how to set up automatic payments. She will also discuss how best to track the proportion of parents that sign up.

#### Parent Council

**Robert** spoke with **Amber** about the allocation of funds as well as the contact for the PC budget (the PC has not submitted a budget for 2018/19 to the SEF). He also advised our understanding is that money raised should come directly into the Foundation.

**Amber** indicated they are having difficulty finding a PC Treasurer. **Amber** is the default contact for all financial matters for now.

#### Other Opportunities

**Ongoing Action:** **Hassanah** is talking with **Vanessa** about plant sales to help raise money at school events. Our timing is around May Faire.

#### Auction project

After surveying the faculty, we are aiming to support sound and lights and kitchen as our auction “high-lighted” projects. This also helps to meet next year’s lunch requirements.

**Robert / Cheryl** 6-0 moved to pay the increase in the initial subscription payment of the auction site, with the thinking that we will still make about the same money, as the per item sold percentage is lower and it may be a wash in the end run.

**Action:** **Robert** to pay subscription.

### 5) **Terms of Members**

**Kalen** reported that the CC is interested to hearing from her who the SEF would like to have as members, but will not carry an approval responsibility. The SEF will self-select its members.

**Action:** **Robert** to publish the updated document and post on google drive.

### 6) **Next Meeting / Close**

Friday, January 25 at 8.30am in the SunRidge library.