

SunRidge Educational Foundation

Meeting Minutes for **Friday, 3 3/31/17**

I. Roll Call 8:40am

Present: Robert, Dale, Hassanah, Cheryl, Willie

Apologies: Kalen, Gene, Nell

Guests: Autumn, Francois

II. Approval of minutes from 2/17/17 Hassanah/Robert, 4/0

III. Approval of agenda Cheryl/Hassanah, 4/0

IV. Correspondence: Request for Reimbursements will be covered

Open Session: No one spoke.

V. Business

1) Follow-up on Action Items from Previous Meeting –

Willie spoke with guy at H&M who has the brown gravel at his house and we are welcome to visit to see it.

Action: Cheryl has not spoken with Mark yet about putting together a drawing for the middle school lighting for the board, deferred to next meeting.

Action Hassanah, Willie & Dale will schedule a visit and report back before next meeting.

Willie will also contact Jeremiah about all of the boards questions from last meeting about the track.

Action: Deferred from last meeting: Robert cargo net: whether hard and soft surfaces are required for installation of the net. He will also find a contractor willing to install.

2) Reports on New Projects

Middle School hallway lighting: Hassanah suggested that we just add more of the same lighting that is there now. \$300 for a sample string is the cost of the lighting test. We're looking at \$7-8K total cost installed for the string and board lighting. We will find out price of standard lighting before getting the sample string lighting in case fluorescent lighting is much less cost than the string & board lighting.

Action: Willie will call Michael for a quote to increase the same lighting that we have now, if more than \$5000 for fluorescent installation, he will order the string light sample.

Action: Cheryl will talk to Mark and create a drawing for the board.

Track around baseball field: Brown path compacts as well as DG but binding agent does not work as well.

Kinder Baffles Completion: Foundation needs to issue a letter of approval for the project if we approve it. \$7,000 cost, already approved in general Kinder project budget. Woodworking space, garden sheds and flooding at Morning Star door are still problems that need to be addressed. Kalen & Eric Kindseth will meet to discuss next priority in the Kinder yard.

Action: Robert will check contractor's general liability coverage before committing.

3) Funding Allocations for 2016-17

Cargo Net: Existing potential contractor will not install the net if we do not put a concrete pad underneath. We're not sure why we can't get a parent to build it or Kinseth Builders. Posts would need to be protected with something spongy stairs on the side, would potentially be a liability also.

We may need to design the layout ourselves based on the RESIG requirements. Dale presented some ideas of how to incorporate all the RESIG requirements.

Action: Breakout meeting with Dale & Robert to finalize the design of the net, then they will get quotes from Kindseth and the contractor who installed the play structure at Cheryl's house to do the install.

Process for reviewing and approving expenditure requests: Teacher training requests/budget tracking: How do we know whether these requests are all in line with our requirements for what we approve. We may have an excel spreadsheet somewhere that would help us with this tracking of budgets. Willie is asking for reimbursement for paint for the middle school hallway b/c there is no budget for this.

Action: Robert will meet with Kalen to follow up on this discussion and meet back with Hassanah on what to disperse.

Kim John Payne Event: We preapproved the initial cost of the event; there was a loss of ~\$565 on the event. Kalen requested that we use the \$2,000 misc. budget that Mark put in place, to pay for this event and/or share the cost with the 2 other schools who partook in the event

Action: Hassanah & Robert need to validate that the budget exists before moving forward.

4) Fundraising for 2016-17

Auction Result/current actions: There is room for improvement in the future but the event is worthwhile. The cost of hiring someone for procurement was \$3,000 and we did not have more \$ value than we've had in the past. We will encourage more solicitation with parents next year. Class meetings should be attended by an auction representative. Bidding for Good email was not sent to all previous donors with a request to donate again.

Action: Autumn will analyze how much of Amanda's donation procurement was new to SunRidge and how much was not.

Action: Hassanah, Robert, Cheryl & Autumn will meet next week to make a plan of action for next year. Thursday morning at 8:30 next week, we will meet.

8th Grade Raffle: This will happen sometime in the future but we don't know when.

Whole Foods Scrip/Amazon Smile: Will defer this to next week to discuss with Nell.

Deferred Action: Nell will go to Whole Foods to get training on how to re-fill the car and whether they would come train our parents.

5) SEF Website - Still in progress, no updates.

6) Accounts Update/Tax Submission

Hassanah & Robert have updated at most of the banks as signatories. QuickBooks is now 90% done. Robert needs to follow up with Misty to complete. Updates they are working on will allow us to create budgets more easily. We have \$237K sitting in a no interest account but would like to find a solution for non-profit, low risk accounts.

7) Site Committee Update/General Maintenance Issues - no update

8) New Board Member Addition / Need for Secretary

We need a secretary board member. This person would do minutes and possibly the agenda. Move to add Francois as a board member, Robert/Dale, 5/0

9) Next Meetings: 8:30am, Friday, April 21, 2017, May 19, 2017 & 9:00am, June 16, 2017

Meeting Adjourned at 10:30AM