

SunRidge Educational Foundation
Meeting Minutes for **Thursday, 4/25/19**
Meeting Location: **SunRidge Conference Room**

Roll Call

8:40am

I. Establishment of Quorum – below minimum attendees

Present: **Robert, Dale, Cheryl**

Apologies: **Francois, Gene, Hassanah, Nell, Willie**

Guests: **Kalen, Lisa, Brandy**

II. Review of minutes & agenda from 3/29/19 – Approval deferred

III. Review of agenda – Approval deferred

IV. Correspondence – Lisa provided examples of Kitchen equipment needed. See notes from discussion in minutes.

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** prior to Christmas 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.

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. 3/1 – no new action on this. 4/25 Action is deferred.

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. 3/29 – no new information. 4/25 Action is deferred.

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.

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** will again ask the donor if they’d like a cypress bench or the seating under the sycamore dedicated to them.

Aftercare program

Action: **Kalen** will know more soon about being able to use professional development funds to pay **Deanna** for all the work she put into the aftercare program. If there is likely to be funds available, **Kalen** will ask **Hassanah** to write a check for \$3000 as a stipend for **Deanna Kempthorne** who worked at substitute pay for 6 months and developed the aftercare program.

Trailer

Deferred 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).

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 helping to set up the new sound equipment for the May fair.

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.

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.

4/25 – Action deferred until 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 check with **Nell** how many gift certificates were purchased.

Fundraising Plan

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

Basketball Hoops

Action: **Dale** has investigated the types of basketball hoops and lockdown security (chains, bolts, pins) that would best serve SunRidge and will place an order within the \$2000 approved budget to have these in place for next school year in August.

Spring Fling Tickets – the Parent Council asked if the Foundation would like to provide free tickets for all faculty and staff. The SEF agreed in principle but needed a quorum to approve.

Action: **Robert** will confirm SEF approval via email and notify **Sheina**.

5) Board Members

Members may be retiring soon, we need to recruit some new members.

Action: **Robert** will place a recruitment notice in the bulletin.

6) Next Meeting / Close

Friday, May 24th at 8.30am in the library.