

SunRidge Educational Foundation
Meeting Minutes for **Friday, 5/25/18**

Meeting Location: **Library**

Roll Call

8:35am

I. Establishment of Quorum

Present: Cheryl, Francois, Gene, Hassanah, Nell, Robert

Apologies: Willie

Absent: Dale

Guests: Kalen

II. Approval of minutes from 4/27/18 – Cheryl/Gene 5-0

III. Approval of agenda – Gene/Francois 5-0

IV. Correspondence – Thank you cards were sent to all auction volunteers by Cheryl. Brandy contacted Robert and Vanessa about donating pavers to the school.

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

Ongoing Action: **Hassanah** has almost completed the format of the monthly (or quarterly) report - great progress! We reviewed the May 2017 to May 2018 cost and revenue categories and had the following questions for Misty, our accountant;

Check what the unrealized gain / loss is from.

Fixed assets - should these be depreciated? If so, how (straight line calculation?) and where would the depreciation be shown? The Hillside, Track, Kindergarten and all other improvements made to the school showing as SEF assets, when these are actually all owned by the district. Is this correct or should all these should be classed as "leasehold improvements"? What is the implication here given we are a non-profit?

Confirm that the revenue from auction did not properly transfer. Should it have been accrued by the system?

What caused the \$11K increase in equipment assets?

The system produces a liability list, yet the SEF does not really have any liabilities. Do we need to show this?

Can we get a report that shows 2016 and 2015 as well as 2017 and 2018? This will help track changes over time.

Falling Leaves revenue does not appear in the report. Did it go directly to the school? Same with class fund raisers, presumably all these went straight to the school?

Was it agreed that the Parent Council budget needs to be added?

Pledges received should show as funds received and portrait funds should show as transferred to the school.

Action: The board agreed to review our likely expenditure and costs for 2018/19 in the June Meeting

Audible Monthly Charges

Action: **Robert** will check with **Amber Risucci** when the Audible charges will be refunded to the Parent Council account.

2) SEF Website

Still a work in progress. **Kalen** informed the board that the district is working on a new format for the school website and that we may need to consider this as we develop the SEF website.

Ongoing Actions: **Heather Nell** and **Robert** will have a coffee date. **Robert** will look for more content and provide to **Heather**.

3) Funding allocations for 2017-18

Current Requests:

Green Waste Bins – **Robert** presented the request from Vanessa for materials to build 3 green waste compost bins to be located at the back of the parking lot near the practice wall. The materials include concrete blocks, reinforcing (steel bars), cement and lumber. The motion was to approve up to \$1000 for materials. **Approved Cheryl/Gene 6-0.**

Gene may sell, lend or donate his mulcher to the school if it is needed.

Lighting and sound setup for gym / outside events – Baron has needed more time, however indicated to Nell he was hopeful to have a cost proposal to us in time for our June meeting. The proposal will provide clarity on specific equipment recommendations from Baron, a breakdown of the costs and equipment types. Baron's initial view was that \$15,000 (\$10K for lights, \$5K for sound) would be sufficient. We are hoping to review and discuss the proposal at our next meeting and vote on proceeding or not.

4) Fundraising, Funds and Revenue for 2017-18

Whole Foods Scrip / Amazon Smile

Deferred Action: **Cheryl** will look into getting on Whole Foods donation program list. Esther (Lakota's mom) will continue to lead the effort in the fall.

Grant Writing

No grants pending.

SunRidge Alumni / Wider Community & Formulating the SunRidge Presentation to potential Benefactors

Deferred Action: **Robert** and **Dale** will meet with **Rebecca Davenport** and **Deidra Warner**, Charter Council members, in the fall to define the financial future state vision for SunRidge and identify actions to find benefactors.

Other Opportunities

Deferred Action: **Hassanah** will talk again with **Vanessa** in the fall about plant sales to help raise money at school events next year.

Pledge Update

Pledge is close to reaching the target this year (92% of goal) with 4 classes having reached their fair share \$ targets (MS & DF, 7 & 8 – each will receive \$250 from the SEF) however only around 70% of families across the school are pledging. The reasons for this are being reviewed by **Kalen**.

Nell suggested the new pledge signs would be better if the writing was clearly visible and proposed the SEF spend \$40 on new pens. **Approved Nell/Robert 6-0**

Action: **Gene** and **Kalen** will review whether to continue with the pledge presentations at the parent meetings in the fall.

5) Sebastopol Time Bank (SATB) and the SEF

SunRidge has time credits from the Time Bank from their meeting held in the school library on April 11th. As of now, the amount of credit is not capped. These credits can be exchanged to “buy” time from the STB community for school projects. **Gene** will continue to be the point of contact for any requests and will post the request for help to water the gardens in the SATB website.

6) Site Committee Update / General Maintenance / School Lease Issues

Willie and **Jonas Salter** will be putting the new roof on the wood shed in August. **Vanessa** will be developing a watering plan for all plots that need to be watered over summer. **Willie** will be painting outside over summer.

Deferred action; Kalen will review the list of 3, 6 & 12+ month improvement projects with the faculty in the fall to validate priorities and shall provide this feedback to the site committee. This will determine what the auction proceeds will support.

7) Reports on New Projects

Playground structures

Deferred action: Dale and **Willie** will raise the monkey bars for middle school students over summer, while still keeping it accessible for lower grades and shall also raising the basketball hoops over summer.

8) Next Meeting / Close

June 22 at 8.45 in the back room at Coffee Catz.