

SunRidge Educational Foundation  
Meeting Minutes for **Friday, 6/22/18**

Meeting Location: **Coffee Catz**

**Roll Call**

**8:35am**

**I. Establishment of Quorum**

Present: Cheryl, Francois, Gene, Robert, Willie

Apologies: Dale, Hassanah, Nell

Guests: Kalen

**II. Approval of minutes from 5/25/18 – Francois/Cheryl 5-0**

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

**IV. Correspondence** – Pledge suggestion from Sheina Curtis (discussed under pledge).

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.

**Deferred action:** The board agreed to review our specific expenditure and costs for 2018/19 in the August 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.

**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: None pending from Site Committee, Faculty or Charter Council

**Trailer** – **Francois** suggested we invest in a trailer for overnight field trips and **Willie's** needs. **Willie** agreed that a dual axel dump trailer (14'-16') would be very useful for delivering and moving materials (could be needed more than 20 times a year). The board discussed the value of purchasing a pre-owned trailer (e.g. from Craig's List) for between \$3000 and \$5000 versus hiring a trailer as needed. The board agreed the ROI of around 3.5 years would justify buying a trailer if the right model and price.

**Action:** **Francois** and **Willie** will investigate prices and send at least 3 examples of trailers to the board for review by the next meeting. If a great deal becomes available during summer, approval to purchase may be provided by majority over email (5 approvals).

**Lighting and sound setup for gym / outside events** – Baron has not provided an update to Nell on the pricing proposal (light / sound costs and equipment types). Hopefully we will be able to review and discuss a 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.

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 with **Vanessa** in the fall about plant sales to help raise money at school events next year.

Pledge Update

Pledges exceeded the target this year by \$18K! This is the first time the goal has been exceeded by so much and really a tremendous result for the school. A great team effort from parent evening presentations, spotlight emails, the growing rainbow, bulletin updates, new signs and a thriving curriculum led to this achievement.

**Action:** **Kalen** will provide Hassanah with the updated pledge report showing which classes met their participation and fair share goals so that Hassanah can hopefully write the check before June 30.

**Sheina Curtis** proposed a locked mailbox be placed near the school exit to make it easy for those not wanting to go into the office to still pledge. **Kalen** and **Theresa** discussed and took the view it would be better not to have one for security and management reasons.

**5) Sebastopol Time Bank (SATB) and the SEF**

**Gene** has been the point of contact for enquiries about watering by SATB members at SunRidge over summer in response to the noticed placed in the SATB website. 2 people have come forward and instructions on watering needs provided.

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

**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**

Thursday, August 30 at 8.30 in the back room at Coffee Catz.