

SunRidge Educational Foundation
Meeting Minutes for **Friday, 9/30/16**

I. Roll Call

9:04am

Present: Cheryl, Gene, Hassanah, Robert
Absent: Mark, Nell
Guests: Autumn, Dale, Kalen, Willie

II. Approval of minutes from 8/31/16: Kalen pointed out that \$2,400 (not \$2,200) had been approved for Dale's training funds because of the added cost of the application fee. Approval with correction: Hassanah/Robert 4/0

III. Approval of agenda: Dale requested to add to the Funding allocations section of the meeting, a request for sports equipment. Approval with addition: Robert /Cheryl 4/0

IV. Correspondence: Cheryl has been communicating with potential accountants. Her other friend, Kathy, also may be interested in the position.

Action: Cheryl will let Mark know that he can schedule an appt with potential accountant: Misty via her website.

Open Session: No one spoke.

V. Business

1) Follow-up on Action Items

- 1) Robert reviewed the option to link to our bank account with PayPal so we have the option of using PayPal for our pledge program. Needs Mark to authorize the change as the named holder of the account. There may be an admin fee associated with using PayPal.
Action: Robert to discuss Mark prior to the next meeting.
- 2) Mark following up with Wells Fargo Bank and credit card charges.
Action: Review at the next meeting.
- 3) Mark sent out the project list and final budget to complete the Kinder Yard Project. We have \$20K left in the budget to spend still. Kalen believes this should cover the work that is being done in October.
Action: We will re-visit in October meeting.
- 4) Hallway lighting still to be determined.
Action: We will re-visit in October meeting after Mark has had feedback from Baron about solar lights.
- 5) Tabletops are being created for the homeschool program. Tables cost \$160 each and the legs \$40 per table and this total of \$1200 is within their moving budget.
- 6) Auction Contact List is completed and was sent out by Robert as a Google doc to parents helping with contacting donors.
- 7) Pledge reminder process and costs to be determined.
Action: We will re-visit in October meeting after Mark has had an opportunity to review.
- 8) Kalen met with Makena and with some input Carol Hoover, she will prepare and send the "spotlight on pledge" email out to parents.
Action: Kalen will look into the visibility issue in the newsletter when there is a colored background and blue font.
- 9) Kalen, Dale & Barbara Bickford (Twin Hills superintendent), met to review the policy of supporting teachers for getting Waldorf certification and discussed the 5 professional days that are allotted to all teachers that Dale will take for his training. The other SunRidge teachers offered to fill in for him for the other 5 days that he needs and will

cover his teaching time while he is gone. Cheryl let Dale know that there are flight miles being gifted to him to cover the cost of his flight to New York.
10) SEF Communication. Letter was emailed to all parents by Makena.

2) Reports on New Projects

Hallway improvements (solar tubes)

All agreed to discuss at the next meeting.

Action: Include in the October meeting agenda.

Path around baseball field / gopher barrier

Robert got an estimate for the running track around $\frac{3}{4}$ of the upper field from Permaculture Artisans at \$15,000. Willie suggested renting equipment and encouraging a parent work day instead to lower the cost. This may not be our highest priority right now with everything else that is happening around the campus. Kalen suggested that a site council be formed to prioritize all of the projects on the campus. Robert, Dale and Willie expressed interest in this.

Action: Hassanah and Willie will look into getting other bids for this work.

3) Fundraising Allocations for 2016-17

Hillside Landscaping Project (budget review + Q&A)

Robert presented the cost breakdown against the budget and asked if there were any questions – none were raised. Permaculture Artisans completed the project on time and under budget. Small things came up along the way but overall they were great to work with. The leftover funds should go to future upgrades of the hillside. We still would like to put in irrigation, plantings & do the cargo net. It was suggested that we allocate \$500 to doing a water assessment for the site. Hassanah/Robert 4/0.

Action: Robert will coordinate this water assessment with Permaculture Artisans and report at the next meeting.

Cargo Net

Estimated cost of net is \$2,700-5,400. We are waiting on a local contractor recommendation from the company that makes the net. Robert will get more advice on the design when we find a contractor.

Action: Robert to follow up the supplier on design and installation and report at the next meeting.

Kindergarten Project (remaining actions)

Specific costs to complete the Kinder Yard Project have not yet been communicated, however as noted in the actions, we have \$20K left in the budget this should cover the work that is being done in October.

Action: We will re-visit in the October meeting.

Parent Council Budget

The PC requested an additional \$500 for the year for supplies. This is for unexpected costs that come up during events. We will re-evaluate next year and request to see 5 years' worth of costs then.

Approval for a onetime \$500 addition to the PC budget -Cheryl/Gene 4/0

Other: Sports Equipment & Uniforms

The volleyball and track teams have old, mismatched uniforms. Students have proposed that funding be allocated to update them. There is currently no annual budget allocated to sports equipment.

Approval of \$750 for needed volleyballs and uniforms. Robert/Gene 4/0

Action: Kalen will look into whether there is an athletics budget allocation from the district that could be used for this in the future.

Action: Dale will generate a "Donors Choose" request for future sports equipment funding and present this at the next meeting.

4) Fundraising for 2016-17

2016-17 Auction Update

Amanda has worked 80 of the original 100 hours approved and secured \$17,600 in donations. She has requested more hours to continue the work. Robert proposed that we extend her hours by another 40 which will be focused on procuring new donors. Approved-Cheryl/Robert 4/0

Action: Cheryl will contact a potential parent with a marketing background to help market the auction.

Action: Robert will continue to meet weekly with Amanda to manage progress.

Pledge Program

Kalen advised the program is off to a slower start with around \$26,000 raised so far. Parent meetings and the spotlight on pledge emails should help to increase this amount.

Garden Grant update

Robert advised the submission deadline is the end of October. He has started this process and will complete it with input from Kalen and Vanessa.

Action: Robert and Kalen to meet and discuss garden priority needs in the next two weeks.

Alumni, Family, Friends

Robert looked into Giftworks software but it has a cost of \$1200/year. Kalen expressed her support in general but is concerned about any workload impact on the faculty.

Action: Gene will look into contacting the list of 5th grade grandparents that we have currently and invite them to some of the events for this school year that can accommodate a large group. He, Kalen and Hassanah will meet to discuss how best to reach out to grandparents and friends / alumni of SunRidge.

Children's Labels Fundraiser

Autumn requested permission to hold a fundraiser through the lost and found committee with a company namebubbles.com that donated to our auction for this year. She will post in the newsletter and at the lost and found. Approval-Robert/Cheryl 4/0

5) SEF Website Status

Robert was approached by Heather Thurber to help get the website fully functional. He has provided her an overview with what we want and will arrange a time to meet. Mark is also collating documentation about the SEF to post on the site.

Action: Robert to meet with Heather and report progress at the next meeting.

6) Accountant / SEF Financial Controller role

Robert proposed that the board needs to invest in an external contractor to manage the Foundation's accounts, audits and tax returns. Cheryl has 2 friends that are a potential fit for the job.

Action: Cheryl will connect them up with Mark before the next meeting.

7) Next Meetings / Adjourn

The time of meetings was discussed as Autumn who would like to join the foundation but cannot always attend in the morning. Afternoons are not convenient for Kalen or Willie. Next meetings are still scheduled for 9am on:

Friday, October 28

Friday, November 18

Meeting Adjourned at 11:26am