

## **SunRidge Educational Foundation**

Meeting Minutes for **Friday, 6/11/2021**

Meeting Location: **SunRidge Online Conference Room**

### **Roll Call**

**9:00am**

#### **I. Establishment of Quorum**

Present: **Robert, Dale, Cheryl, Francois**

Apologies: **Hassanah**

Guests: **Kalen**

#### **II. Review of minutes from 1/8/21 – Cheryl/Dale 4-0**

#### **III. Review of agenda – Dale/ Francois 4-0**

**IV. Correspondence** – There was a letter from the State Franchise Tax Board, we need to submit articles of incorporation and charter submitted to reinstate non-profit status. **Robert** will look for those documents and upload them via a website.

#### **Open Session:**

*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**

##### **Accounts**

**Deferred Action 10/30:** **Robert** will close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 per annum in “admin” fees. **Robert** will investigate whether we are still being charged this, and if we can move shares to a different company.

##### **2) Fundraising, Funds and Revenue for 2020-21**

##### **Grants: New and Existing**

**Ongoing Action:** **Dale** listed a dozen grant timelines available (locally, regionally, state-wide) with timelines for applications. This document is being maintained in the “SunRidge Ed Foundation” share Google Drive, along with other documents the Foundation uses.

Donorschoose.org is offering “double matching days” frequently for certain topics like team sports or cultural diversity. **Dale** will continue forwarding opportunities to our teachers. Dale also suggested presenting a “Donorschoose 101” at the first Fall faculty meeting.

A Snapdragon \$5,000 grant was not funded. It could be reapplied for next year and we could also seek library funding from other sources.

There was a discussion about the garden and Whole Foods' Whole Kids grant. In 2015 we received this particular grant, and we have the previous grant information for the garden in the SEF Google shared drive. The grant deadline is March 31st this year, so **maybe we look at doing this in January, 2022 when the garden program has restarted.**

**Action:** Dale wrote something for the bulletin to recruit grant writers for specific projects. One respondent, Reva Navah, is a parent in 2nd grade. Dale contacted Reva about a topic she's interested in - perhaps teacher professional development, garden, library, crowdfunding, etc.

### **Investments and Borrowing**

The Foundation re-invested the CD amount that recently completed its term and additional funds from RCU up to \$249,000 in a money market account.

We are still looking for a better interest rate on the reserve in Exchange Bank.

### **Pledge program 2020-2021**

~\$143,900 raised in pledge this year.

Instructional aides, Handwork, and Instrumental Music were the focal points for the auction this year. Kalen suggested that the Foundation match the pledges made by families. Our 'matching program' for the pledge grand total for the period was \$36,000 raised, matched by \$20,000 by SEF. Great success.

### **Auction**

**Completed Action 6/21:** \$14,667 raised gross from auction; the Bidding for Good fee was not reduced from that amount; but credit card fees and commission were.

**Action:** We'll need to find new energy and people to fill our ranks for running the auction.

## **3) Funding allocations for 2019-2020**

### **Review 2019-2020 revenue to costs**

**Ongoing Actions:** We asked Cheryl to come up with a trajectory of sustainability over the next few years. She will look at spending the last few years, and the SEF will review the projections. Cheryl showed us the summary page, and also the breakdown of costs and revenue from this last fiscal year.

**Summary:** We need to take some steps. Some could replace our angel donor, and or reduce costs, perhaps. We could set some goals for grants. Dine and Donates regularly can help us. We're looking at a \$40-50K shortfall after no more funding from the angel donor after 2021-2022.

### **Bench to honor anonymous donor**

Jonas is installing it today! Thanks, Jonas.

### **New potential expenditures from Hybrid Learning needs**

Kalen shared there were year-end grant requests for teachers who bought for end-of-year supplies. These were already approved and checks will be cut shortly.

2nd and 3rd grade teachers would like money for the gardening program, up to \$1000 for irrigation, planter boxes, compost delivery, etc. *Robert/Dale moved to fund the gardening program up to \$1000, approved 4-0.*

\$18,000 is allocated for professional development. **Kalen** will approve Cristina Gosling's (next year's 6th) request for more than the \$1200 per teacher, because the full \$18K has not been used.

### **New fundraising ideas**

**Kalen** suggested that we put on the next agenda, time for a walk-a-thon or jog-a-thon, so that students can get involved. November 2021 may be a good month.

The parent council has not decided what to do in the Fall (no Falling Leaves) and perhaps focus on a big fundraiser in the Spring. Also to keep an open application period for fundraising ideas instead of a normal timeline, and to include the 5<sup>th</sup> grade because they'll need more time to fundraise (with CoVid), and for 6<sup>th</sup> grade hot lunch (safety), and to have faculty take a look at and essentialize field trips (lowering costs).

### **Financial position**

**Cheryl** reported that we're looking at approximately \$43,000 expenses that the foundation had from last year (more expenditures than revenue), and that's the amount. These are expected expenses. Our revenue exceeded this (Apple stock went back up, but is now back down some).

We are considering how to move the Exchange Bank reserve into something that has a better interest rate. If the rate is only for personal accounts it's not going to work for our non-profit SEF. This generally rules out online banks.

We didn't have any 1099 expenditures this year (paying for services over \$600). That saved some work.

**Ongoing Action:** **Robert** will follow up with the IRS about the tax penalty, verify that they have received our request, and get an answer. Robert has tried calling, but a busy signal. We're requesting that fines be waived.

## **4) SEF Website**

**Matt Malone** was having access issues to our Weebly account.

**Deferred Action 9/25:** **Robert** will need to change password for **Matt** to continue.

## 5) Board Members

We still need to recruit new members. The goal would be to have 9 seats, with 2 meetings attended before voting in as a member.

We need to also find a new Treasurer for the Foundation. Crystal Loudon (mother of Tara in 2nd) came up as someone who helped with auction.

**Ongoing Action:** **All** to continue to seek out new parents that may be interested in joining the board. This could include attending class parent meetings. Molly Kickconnell was interested at a parent meeting, but would be available in the Fall.

**Deferred Action:** **Robert** will ask the members of the Sebastopol business mastermind group for suggestions as to who in the community may be interested once the group has been re-established. They haven't been meeting for many months now.

**Deferred Action taken:** **Robert** recorded a separate video for recruitment but will need to re-do it to make the date of our meetings more general and it will go out in the school bulletin.

**Action:** Robert will email teachers (through Kalen) to ask if it's OK to attend their parent meetings for recruitment.

We set a date for honoring Gene's involvement in the Foundation with a lunch on June 25th.

## 6) Items added to the meeting

Keys to the SEF office cabinets in the library.

**Deferred Action 2/26:** The auction needs a cabinet onsite with a lock for the auction ledgers and legal documents (checkbooks for Foundation.)

## 7) Next Meeting / Close

Friday, September 3rd @ 9.00am-10:45am in the zoom room.

### **Tracking:**

Ways for families to sponsor/adopt a space on campus

How to install the bought tents for Fall 2021

Potential members outreach: Molly Kirkconnell (Rumi), Crystal Loudon (Tara), Kai Harris,

Crowdfunding - ideas

Donating stock to school as an option for fundraising