

SunRidge Educational Foundation

Meeting Minutes for **Friday, 9/6/2022**

Meeting Location: **SunRidge Online Conference Room**

Roll Call

6pm-7:30

I. Establishment of Quorum

Present: **Robert, Dale, Cheryl, Sarah, Heather Ludvigson**

Apologies: **Hassanah**

Guests: **Karen**

II. Review of minutes from 6/27/22 – Minutes approved Cheryl/Heather 5-0

III. Review of agenda – Cheryl/Dale 5-0

IV. Correspondence

Franchise Tax Board needs more information for clearing our non-profit status. The lawyer is working on amending our articles of incorporation.

IRS needs 60 days, from inquiry June 27th to review our tax case.

Robert had to register a Square account in order to use Weebly.com for our website.

Robert also renewed his account with Benevity (employer-matching donation site), and added Dale as a viewer/editor.

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

Ongoing Opportunity 9/3: We want to close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 per annum in "admin" fees. This could result in saving that money if we can find a no-fee manager.

2) Fundraising, Funds and Revenue for 2021-2022

Angel donor

It is possible to ask the angel donor if there was a need in this next year. We would have to formulate a request.

Grants: New and Existing

There was at least one grant funded by the Rotary club for SunRidge this cycle.

A Snapdragon \$5,000 grant was not funded in 2019-2020, but we reapplied this year using last year's language. We did not receive the Snapdragon grant for 2021-22.

We did not get the Whole Kids Foundation garden grant (\$3000) that Sorrel applied for. We will try again next year.

Ongoing: Dale continues to maintain grant timelines available (locally, regionally, state-wide) with timelines for applications. This document can be found in the "SunRidge Ed Foundation" shared Google Drive, along with other documents the Foundation uses. There also is a "Needs Flow" document which can steer needs toward funding sources, and a collection of successful grant application materials.

New parent involvement

There were four names of parents interested in the Parent Council. Sarah also mentioned there was a parent interested in the Foundation.

Spirit Wear

Brandy would like to know who is taking over the spirit wear fundraiser. Heather had expressed interest in running this for 2022-23.

Bonfire:

Action: Cheryl received about \$550 from Bonfire. Closed!

Investments and Borrowing

We are still looking for a better interest rate on the reserve in Exchange Bank. Patelco was discussed, as well as other options.

Pledge program

Pledge has a goal of \$225K. We plan to broadcast to the community the "fair share" pledge for each class in the next bulletin.

Walk-A-Thon/Move-A-Thon

Dale would need a lead organizer for this from our community. Brandy is a good contact, as she knows of an event that Oak Grove does that is simple and raises money. We can see if there is a lead person who is interested, perhaps at another morning recruitment table.

Auction

The auction raised over \$20,000. Mieke Grundmann and Autumn Streamfellow and Sarah Scholze were the lead coordinators for 2021-22 and put in many hours.

Ongoing Action: We'll need to continue to find new energy and people next year to fill our ranks for running the auction, specifically to manage the BiddingForGood website (email blasts, closeout, writeup), and other tasks (data entry).

Action: Dale will create a faculty survey on auction projects.

Action: Heather would like to send thank you letters out to donors, and will write this up. She'd also like to close the loop with Cheryl.

Going forward, Autumn will coordinate the 2022-23 auction. Diedra will take over the data entry side. We are tentatively setting it for March 9th to 23rd.

We'd like to spend some of the auction money raised last year to install air conditioning in the math, music, handwork, art and aftercare rooms.

Action: Robert will contact a HVAC associate of his who will come and visit and make an assessment and recommendation.

Escrip

Action: Sarah will look into this and how we can get more involvement.

Paypal

Sarah brought this idea forth. We can add Paypal to our list of Scrip and Amazon Smile , etc for electronic donations. We're aiming for August 26 and September 2, the second Friday of school, from 8:30-9:30, to have a Tea Connection/Back to School with parents. It is tentatively scheduled.

Neighbor donation

The donation from the neighbor for site improvement was \$5000, and we'd like to fund some project this year so we can get back to the donor and let them know how their donation was spent. Still deciding on expenditures.

New projects for 2022-23

Sarah mentioned an idea about an adopt-a-plot type program for the garden, where the Foundation might fund the materials.

3) Funding allocations for 2021-2022

Budget

\$20,000 is allotted for School Needs: \$16,500 for professional development, \$1,500 for End of Year teacher reimbursements, and \$2,000 Directors' Fund. \$5,000 was for school improvement projects. \$3,000 is allotted for regular yearly costs - such as Bidding For Good, etc.

It was reaffirmed that the SEF's policy was to not reimburse auction procurements, especially not grade projects. The exception was hotels, as they would be refunded if they didn't sell.

Cheryl met with Misty June 27th. Cheryl went over our expenditures for 2022. She then went over the budget that she and Misty put together for the 2022-23 school year.

Recent Expenditures

Cheryl showed us the costs and revenue from this last month. She also shared the budget feature, which would allow us to track costs via specific items to note where they increased or decreased and could plan accordingly.

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.

New fundraising ideas

Parents are starting to return to campus. Given this, we are exploring the viability of a walkathon or readathon in Fall 2022.

Our Parent Council's Falling Leaves Festival is set to return in the Fall! This is a fundraiser designed primarily to help fund class field trips.

Financial position

Cheryl gave an update on finances. Nothing unusual to note, we have about \$485,000 in reserves (not all liquid, as some are considered assets). For 2021-22, the angel donor's \$100K went 50K to the school's revolving fund, and 50K went into the pledge program.

Additional Funding Requests

Dale expressed that we could do something about the erosion right away, protecting our hillside investment. He will be in contact with Sorrel about the best approach and will ask through email for approval of an expenditure. (As of yet action untaken).

Motion: Robert/Dale 4-0 passed to provide a replacement backboard and sandbags to repair a destroyed basketball hoop. Dale offered to do the labor necessary to repair it. Dale initiated contact with Spalding, and is following up.

Stairwell to field

The school has gone to Sebastopol Union to request they pay for materials. We may need to help with any labor costs.

Apple Box Derby

The event was canceled.

Non-profit status:

Action: The Franchise Tax Board has received all the information from us, for clearing our non-profit suspension. Everything except the articles of reincorporation was included in the paperwork sent to Blake.

4) SEF Website

Opportunity: Someone who is interested in managing it (through Weebly).

5) Board Members

Recruitment

We're asking potential members to attend 1 meeting. We are also requesting a written explanation of reason(s) why they'd like to join. Then the Foundation votes.

Our morning tea was successful. It needs a follow up for the bulletin.

Ongoing Action: All continue to seek out new parents that may be interested in joining the board.

Treasurer

Cheryl expressed there should be some qualifications or considerations for a new Treasurer as well.

6) Items added to the meeting

7) Next Meeting / Close

Tuesday September 27th @ 6pm-7:30pm

Tracking:

Ways for families to sponsor/adopt a space on campus

How to install the bought tents for Fall 2021 for shaded eating/instruction areas

Potential members outreach: Crystal Loudon (Tara), parent meetings, personal conversations

Crowdfunding - ideas

Donating stock to school as an option for fundraising

Reaching out to parent meetings - what our talking points are

Files in shared Google Drive:

Needs Flow - when a need comes to the SEF, how should it be directed for funding?

Grant opportunities, information and deadlines

Sample grants that were funded

Minutes

Agendas