

SunRidge Educational Foundation  
Meeting Minutes for **Friday, 9/25/2020**  
Meeting Location: **SunRidge Online Conference Room**

**Roll Call**

**11.05am**

**I. Establishment of Quorum**

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

Apologies: **Gene, Hassanah**

Guests: **Kalen**

**II. Review of minutes from 05/29/20 – Francois / Cheryl 5-0**

**III. Review of agenda – Francois / Dale 5-0**

**IV. Correspondence – Kalen** advised we received a \$50K donation from our angel donor and sent a thank you letter. **Action for 9/25: Willie** is looking into the type of plaque that will be placed on the new benches under the Sycamore tree in honor of the Angel donor. Budget has already been approved.

More notices from the CA Franchise Tax board. \$133 is owed to the state franchise tax board. **Action for 9/25: Robert** will make the payments

**Robert** received copies of the 2017 & 2018 tax returns from Thomas Goff (our CPA).

A parent in the first grade donated \$1200 toward pentatonic flutes, so that they could have a full set. The SEF is grateful for this donation.

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**

Accounts

**Action: Hassanah** needs to sign the account change authorization forms at the Exchange Bank, as well as the RCU paperwork, so that **Cheryl** can be added to both accounts. **Hassanah** also is the account admin for online banking, and **Cheryl** needs that permission. On Wednesday, October 7<sup>th</sup>, **Cheryl** and **Hassanah** are meeting to clear this up.

**Ongoing Action: Hassanah** is helping with the transference of the Treasurer role to **Cheryl**.

**Deferred Action 8/28: Robert** will close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 per annum in "admin" fees. (past donation from a parent of about \$10K of Apple shares) **Action: Robert** will investigate whether we are still being charged this.

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

### Grants: New and Existing

**Deferred Action:** **Robert** and **Dale** will list grant timelines available (locally, regionally, state-wide) with timelines for applications, and a list of direct ask contenders for needs we know already exist.

**Deferred Action:** **Robert** and **Dale** need to design a flowchart, that takes a need, flows through, and determines a likely source.

We are in a rotary club cycle right now, and one teacher is applying.

### Investments and Borrowing

The Foundation agreed to invest an additional amount of not more than \$100,000, from savings into the RCU money market account. We will also invest in a CD (short-term account) with a 1% interest or more if possible. **Hassanah, Cheryl** and **Robert** will finalize the exact amount and may wait until October and take the current CD held with the RCU and reinvest with more money.

**Action 9/25:** This transaction may happen 10/7 at the meeting with **Hassanah** and **Cheryl**.

The SEF will also deposit \$10,000 as an initial investment with Rudolf Steiner Social Finance. Francois completed part of the paperwork, but needs **Robert** and/or **Cheryl** to finish this, and then it could be forwarded to Mark at RSSF.

**Action 9/25:** **Francois** still needs account number and routing number, and **Robert** can then authorize, scan, and email the form back to RSF.

### Fundraising Plan

**Action 9/25:** **Robert** will email a revised fundraising plan to the SEF members for review, revisions based on suggestions from the previous meeting. A number of changes were proposed which **Robert** will make and then we will vote to approve the plan in the October meeting.

### Pledge program 2020-2021

4 of us members recorded a pledge video to go out to the community.

### Auction

**Action for next year's auction:** IATS we need to change the payment from IATS to another payment system so that the auction funds will be separate from the pledge payments. On BiddingForGood there are other options for payments we need to change to those as well.

**Action Taken 8/28:** **Cheryl** looked at Stripe, and it doesn't seem like a good fit. We needed a way to separate IATS auction payments from IATS pledge payments, and they do have a way to separate accounts that will work.

### 3) Funding allocations for 2019-2020

#### Review 2019-2020 revenue to costs

**Action:** **Hassanah** will get Quickbooks reports to **Cheryl**. The SEF will review at our October meeting, in light of our decrease in donor gifts (revenue being lower).

#### Bench to honor anonymous donor

**Willie** and **Jonas Sauter** have completed the project with help from several parents and it looks beautiful. The board unanimously agreed to give **Jonas** a \$500 gift card from Friedman's as a thank you for all the volunteer work he put in. The thank you card will be given to **Jonas** when he comes into school.

#### Picnic table sealant

**Robert** moved up to \$250 for a food-safe, non-reflective sealant for the 15 new picnic tables, seconded by **Cheryl**. **Approved 5-0.**

#### Professional development

**Action:** **Kalen** has received teachers' submissions for their collaboration paid time for reimbursement. She thinks she will have everything in place by next week.

#### New potential expenditures

**Kalen** believes there will be more asks this Fall, we are still discovering what may be needed.

**Action:** To review and discuss via email, as suggested by **Robert**.

#### Roofing the picnic area

We had a bid for \$22K that was a good price. The warranty is 10-year for hail and 25 for light-transmission. The website says that SUNTUF usually lasts 20-30 years. **Kalen** advised RESIG had approved the specifications quoted and approval to proceed from Tombe RE on behalf of the Sebastopol District has also be given.

**Dale** moved that we approve the expenditure for this project, with the condition that the contractor inspect the wood and give us a reasonable estimate of any repair beforehand and we approve of that amount. **Cheryl** seconded the motion. **Approved 5-0.**

**Action – Willie** to investigate and if acceptable (10 or more years) will proceed. **Willie** will contact the company and follow up.

#### Hybrid learning needs

We don't know exactly what the need is yet here, but it probably involves a technology purchase to broadcast our teaching to both students in class and home learner cohorts simultaneously.

### 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) New CPA? Discuss merits of finding a new CPA

Given the fines issued by the IRS and delays in getting a response from our CPA over the past 18 – 24 months, all agreed that finding a new CPA is a priority. **Henry** said he was going to get the \$6,000 waived (the process could take quite a few months), thinking it was high to force some action. **Robert** is inclined to change CPAs. **Alan Wingate** is a CPA (office in Santa Rosa) **Robert** has also talked to. **Cheryl** has also suggested talking to **Sue Goranson**, she is a CPA with a specialisation for non-profits.

**Action:** **Robert** has a meeting scheduled with **Blake Goranson** on Wednesday, Sep 30.

**Action:** **Robert** has all the returns from **Henry Goff's** office now, but will continue to follow up, and will contact the IRS separately. **Robert** has a meeting with **Blake** on the 30th of September. Also, **Robert** will follow up with **Henry** about his letter to the IRS.

## 6) 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.

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

**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.

**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.

## 6A) Items added to the meeting

Keys to the SEF office cabinets in the library.

**Hassanah** suggested in the last meeting that new locks be installed as the office is being accessed by more than just SEF board members (library volunteers and auction staff).

Motion to approve spending up to \$200 was **passed 4-0**.

**Action:** **Willie** will have this done this month.

## 7) Next Meeting / Close

Friday, October 30, 2020 @ 9.00am in the zoom room. We'll use Dale's Zoom host link, which will be sent out.