

SunRidge Educational Foundation  
Meeting Minutes for **Friday, 11/30/18**  
Meeting Location: **SunRidge Library**

**Roll Call**

**8:35am**

**I. Establishment of Quorum**

Present: **Robert, Dale, Gene, Nell, Francois, Willie**

Apologies: **Hassanah, Cheryl**

Guests: **Kalen**

**II. Review of minutes & agenda from 10/05/18** – Request for board to approve minutes and agenda in absence of quorum; approved Robert/Dale 6-0.

**III. Review of agenda** – Approved Gene/Francois 6-0.

**IV. Correspondence** – eScrip has raised ~\$170 this quarter – check to be deposited into Redwood Credit Union account.

Copperfield's book sale raised ~\$230 - check also to be deposited into the Redwood Credit Union account.

Kalen sent a letter to the angel trust thanking them for the \$100K. Is looking for a bench and plaque to honor the angel donor.

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

**Hassanah** has previously provided the July 2017 through June 2018 statements of financial activity and financial position reports. There are a number of items still to be checked in QuickBooks and questions to discuss with Misty.

**Deferred Action:** **Hassanah** to request a meeting with **Misty**.

**Deferred action:** To review our total potential expenditure and revenue for 2018/19 against YTD actuals once the reconciliations in QuickBooks are up to date and **Hassanah** has met with **Misty**. We will also review the reporting format and new items in the monthly, quarterly & yearly financial reports.

Accounts

**Deferred Action:** **Hassanah** will close the Umpqua account and transfer the balance (~\$7,000) to the SEF Redwood Credit Union account. This will reduce the number of banks used by the SEF from 4 to 3. The intent is to get down to 2 banks (Exchange Bank, Redwood Credit Union) after we find a solution to accepting recurring pledge payments by credit card which at the moment are being deposited into the Wells Fargo account. Our intent is to close the Wells Fargo account.

**Deferred Action:** **Robert** will close Wells Fargo Advisors shares account (Apple stock only) because they charge us \$200 p.a. in "admin" fees. (past donation of about \$10K of Apple shares, managed by them.) The new account will be with tastyworks; however the transfer requires a lot of paperwork.

## 2) SEF Website

Although still a work in progress, we are close to publishing the site. It probably needs some more recent photos and a reference to employer matching gifts. Also, needs clickable signup buttons for eScrip, Smile (Amazon), and for donations.

**Robert** met with **Heather Thurber** to go over the website (sunridgefoundation.weebly.com). Documents were added to the site, but it still needs information on the Escrip program, a few more success listed, the list of board members and terms added as well as inclusion of SEF partners.

A suggestion was made to change the domain name to just sunridgefoundation.com or .org (minimal cost of \$15 or so p.a. if we go to GoDaddy.com). All agreed to register this site so the .weebly reference can be removed. The last thing that needs fixing is the direct donation "button" which needs to lead to either paypal or Square or some other service.

**Action:** **Robert** to purchase the new domain name from GoDaddy.

**Action:** **Robert** to speak with Cheryl about PayPal.

**Action:** **All** to review the content and format of the website and provide feedback to **Robert** on changes / improvements needed.

## 3) Funding allocations for 2017-18

**New Requests:** None from the Faculty or staff. The stipends reimbursement requests have been submitted.

**Laptop** – prior to the meeting, **Robert** asked **Cheryl** and **Hassanah** for their views on buying a new Laptop for SEF to replace the current old HP. **Hassanah** suggested her husband (**Ryan**) look at it which he did and advised he thought it might last a year or two. Upon **Robert's** request, **Ryan** ordered a new cable to replace the old one which was missing half the cord.

**Robert** was also in touch with **Steve**, our District IT Coordinator, and he expressed concern about its age, in particular the disk drive and suggested a couple of options;

**1/ upgrade the laptop** with a new solid state drive (SSD) at least for SEF data preservation.

**2/ purchase a new machine**

**Steve** advised he would look at the laptop

**Dale** also suggested looking into cloud storage (Google Drive) for a second location of important documents.

**Action:** **Robert** will advise **Steve's** feedback after he has looked at it and recommend accordingly.

**Trailer** – following discussion on this in our previous meetings, we are no longer looking at one that can haul the tractor from Apple Blossom or Twin Hills.

**Willie** has learned that the district is not interested in sharing the cost of a new trailer. The rental option has worked for field trips in the past, or it has been supplied by families for field trips. Our understanding is that the driver of the trailer needs to have the appropriate insurance. However, because the smaller trailer would still be used regularly by **Willie** and can be stored securely in the fenced area around the solar panels, the board agreed to invest in a smaller sized, dual axel, tip capable trailer.

**Action:** **Willie** will find and purchase a smaller trailer suitable for hauling site materials (as per SEF approval on 10/5 meeting).

**Lighting and sound setup for gym / outside events** – **Baron** has not yet provided a specific proposal.

**Robert** contacted a local sound company, Diversified Stage, Inc., and spoke several times with a representative named **Atticus**, and an initial estimate of \$12,100 for lights and sound was provided.

**Steve**, who **Nell** knows and who is involved with Analy's stage, will also assess our need and the equipment proposed in the quote.

**Action:** **Robert** to meet with **Atticus** at school to help clarify the best solution and will have the equipment list (mics specifically) updated as necessary.

**Action:** **Nell** to provide feedback from **Steve's** review of the equipment list. **Nell** will contact **Baron** and give him the opportunity to also review the estimate.

#### 4) **Fundraising, Funds and Revenue for 2017-18**

Portraits raised about \$10K this year. **Mariah's** suggestion was that the funds go toward closing a field trip gap in 7<sup>th</sup> and other grades and the rest to go to classroom supply funds.

**Action:** **Robert** and **Kalen** will meet with **Mariah** to discuss an alternative proposal whereby the funds be held for class mini-grants (up to \$500 per request). Motion to approve portrait funds for teacher mini-grants (\$500-1000) passed 6-0 (**Robert/Gene**).

**Action:** **Kalen and Dale** will present this to the faculty and **Dale** will help the teachers with their grant requests if needed.

##### Grant Writing

**Dale** received notification John Jordan Foundation Teacher Wishes has granted SunRidge \$300 toward the flute purchase. GoFundMe has not funded for the same request.

Sebastopol hardware granted **Vanessa** \$250 for gardening practical arts (kefir, kombucha, yogurt, supplies).

**Dale** also has a grant request for juggling equipment in with the Sebastopol Rotary Club. From limited experience, local grants are getting funded.

**Action:** **Dale** will create a how-to document for crowdfunding and share it with the faculty and SEF.

##### Investments and Borrowing

**Robert** spoke with **Mark Herrera** from Rudolf Steiner Foundation several weeks ago to learn about their lending business and also some possibilities for investing in their fund. SEF would receive a return of 1%, on a minimum investment of \$1K + a further 0.5% in the form of a grant to the school paid on June 30 after the 1<sup>st</sup> anniversary of invested funds. We could eventually explore options with the RSF regarding future loans if needed.

**Action:** **Robert** will follow with **Mark** to see if he is available to present at one of our SEF meetings.

**Action:** **Gene** will look into a place to deposit our reserve funds to earn better interest, in a place that is FDIC insured. Some places came up (Capital One, Bankrate, and the like).

##### eScrip and Amazon Smile Programs

As reported in correspondence, we received a small payment from eScrip.

**Robert** stated that while **Esther** had been managing communication of the programs last year and is continuing to promote the program this year.

**Kalen** thought there would be value in having a table at some pick-up times during the week where parents could be shown how to register and informed about the benefits of doing so.

**Deferred Action:** **Cheryl** to advise on the nickels for non-profits Whole Foods to see if we can be nominated again.

#### Pledge Update

At the moment only a small proportion of parents pledge by credit card and while this is yet to be tracked, an aspirational goal would be to get to 50% of parents. **Kalen** also thought that helping the parents to set this up in the same way we plan to do with eScrip and Amazon Smile would help a lot. There has been an increase in credit card pledge payments.

We again considered adding an incentive for everyone who takes up the option of regular automatic pledge payments by credit card. **Cheryl** suggested in the last meeting that a Screaming Mimi's voucher might be attractive and **Robert** suggested that perhaps the value of the voucher could be based on 10% of any recurring amount from \$100 - \$500. Concern was raised that any incentive may entice parents to commit beyond their financial means.

**Action:** **Kalen** will check with **Theresa** about how to implement an auto-payment of pledges through checking accounts.

**Deferred action:** **Cheryl** will speak with **Makena** about setting up a table at pickup times to help show parents how to set up auto payments. She will also discuss how best to track the proportion of parents that sign up.

**Deferred action:** We shall put the determination of an incentive to a vote at the next meeting.

#### Parent Council

Dine and Donate nights are being organized by the PC. Our understanding is that money raised should come directly into the Foundation. Also, there was discussion that Falling Leaves proceeds should roll back into providing money to run the event, and how to organize that to avoid a parent "ask" of funding money.

**Action:** **Robert** to speak with **Amber** about the allocation of funds as well as the contact for the PC budget.

#### Other Opportunities

**Ongoing Action:** **Hassanah** is talking with **Vanessa** about plant sales to help raise money at school events.

### 5) **Terms of Members**

**Dale/Gene 6-0** approved October as our term review month. Motion to extend our terms for two more years, corresponding to the dates we have for initial dates of joining and holding a two-year term. Discussion around language of Charter Council approval of a 1/3 of SEF members, and perhaps dropping that. Approved (assuming Cheryl agrees) **Dale/Nell 6-0**.

**Action:** **Kalen** to raise the matter of CC approval at the next Charter Council meeting.

### 6) **Next Meeting / Close**

Friday, December 21 at 8.30am in the SunRidge library.