

SunRidge Educational Foundation  
Meeting Minutes for **Friday, 5/3/2021**

Meeting Location: **SunRidge Online Conference Room**

**Roll Call**

**9:00am**

**I. Establishment of Quorum**

Present: **Robert, Dale, Cheryl, Hassanah**

Apologies: **Willie, Francois**

Guests: **Kalen**

NOTE: 1 shy of quorum at 9:05, may need to vote by mail

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

**III. Review of agenda – Robert/ Cheryl 4-0**

**IV. Correspondence** – Robert and Cheryl have contacted Blake, our accountant, she assured that our 2019-2020 had been filed, was working on 2020-2021 filing, and needed some documentation or information to complete. **Robert** will contact and find out why our non-profit status was suspended. We perhaps were late on some recent fees to register as non-profit.

**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 “matching days” frequently, and the faculty has requested some new reader sets, especially with some newer literature more free of bias. Dale will continue forwarding opportunities to our teachers.

A Snapdragon \$5,000 grant is being written for library materials by Dianne Namkung and Kalen. They met the deadline and we’ll find out in May.

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 1st, 2022 when garden program has restarted.

Hassanah suggested that we tried to promote grantwriting as a short-term project parents could get involved in. An announcement went into the bulletin. No interest yet.

**Action:** Dale wrote something for the bulletin to recruit grantwriters for specific projects. It’s running through the end of the year. One respondent Reva Navah, is a parent in 2nd grade. Dale will contact 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.

In our message to parents about donations, donating stock is a low-risk, easy way to enrich the school. This is something to be encouraged by members in their conversations with parents.

### **Golden State Warriors**

Robert investigated some opportunities to build a partnership with the team.

**Ongoing Action:** Robert will continue with the effort of Warriors players reading to students when the school returns to a hybrid model, and other opportunities with the Warriors.

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

4 of us members recorded a pledge video to go out to the community. We also are considering something like Plumfund to assist with the pledge program funding.

Kalen suggests that we do a crowdfunding project as a way to bolster pledge.

Instructional aides, Handwork, and Instrumental Music are the focal points for the auction this year. Kalen suggested that the Foundation match the pledges made by families. We talked as a Foundation to support the school's pledge program by running this pledge match January 15<sup>th</sup> – February 15<sup>th</sup>. The grand total for the period was \$36,000 raised, matched by \$20,000 by SEF. Great success.

## **Crowdfunding**

This remains a funding possibility. Possibilities for 2021-22 could include supporting teacher professional development, teacher mini-grants, library improvement (more books), or something else that is a tangible improvement directly to students. GoFundme and Plumfund are two possible sites.

**Ongoing Actions:** SEF members will continue to identify projects that could work, and then come up with a proposal for the SEF.

## **Auction**

Last year we raised ~\$13,900. What could be a reasonable goal this year? Storage for donations to auction could be in some places on campus. Kalen is suggesting that we ask more from local businesses. Robert suggests focusing more on gift certificates this year. Instructional aides, Handwork, and Instrumental Music are the focal points for the auction this year.

**Completed Action 1/29:** Cheryl has setup Stripe for the auction, and it goes to Exchange Bank.

Cheryl and Mieke have agreed to lead the auction effort this year, and Autumn is available a little later than normal this year. It started on April 22<sup>nd</sup>, is running for two weeks, and closing on May 6<sup>th</sup>. Kalen put a message about procurement of auction items in the school bulletin on January 20<sup>th</sup>. Cheryl suggested "buy a starter garden" for an auction item. Only 3 days left in the auction.

Auction item pickup dates will be Tuesday, May 11th from 12-2pm and Friday, May 14th from 12-4pm. We'll use the same procedure as we did last year with Covid precautions.

## **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. It was suggested to make some more specific categories to track purchases (especially ones where we're spending large amounts, and don't necessarily know the cause).

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**

This project may be delayed.

**Action:** Dale will check in with Jonas.

### **Family Sponsorship ideas**

The SEF is considering how families could sponsor something on campus - picnic tables, etc.

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

**Kalen** believes there will be more needs this late Winter / Spring, we are still discovering what may be needed. Some may include more Chromebooks to keep at the school site, tech to help teachers, and perhaps aides for classrooms. California may be providing more funding for reopening. 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.

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

### **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 decided that they will not hold a fundraiser in the Fall (no Falling Leaves) and focus on a big fundraiser in the Spring. Also to keep an open application period 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).

### **Tents**

The tents can't be permanently installed due to OSHA, we need to figure out a way to make them serviceable for our purposes. We did receive from Diedre the specifications for how the tents can be installed in a temporary fashion. But we're going forward without them, and will look at what we can put together for the Fall.

### **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).

Next time, we'll look at fixed assets, specifically equipment. Also, we need to look at our account with Exchange Bank and how to move that money into something that has a better interest rate.

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.

Cheryl found a good savings rate at Axos Bank (online). Robert suggested we research any costs for withdrawing money. We have a conditional action, through email, to transfer \$100,000 here to earn \$500 more per year from our savings (currently with Exchange bank.)

### **Substitute Training**

Kalen came with a request for training two substitute teachers for a long term (9 weeks) 6th grade, in-person assignment, as well as a 4th grade and backup substitute training.

**Dale** moved to allocate up to \$2600 for substitute training needs. **Dale/Robert** 4-0.

### **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.

**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 talked about honoring Gene's involvement in the Foundation with a lunch.

### **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, May , 2021 @ 9.00am-10:45am in the zoom room.