

SunRidge Educational Foundation
Meeting Minutes for **Friday, 10/3/22**
Meeting Location: **SunRidge Online Conference Room**

Roll Call

6pm-7:30

I. Establishment of Quorum

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

Apologies: **Hassanah**

Guests: **Karen**

II. Review of minutes from 9/16/22 – Minutes approved Cheryl/Robert 4-0

III. Review of agenda – Cheryl/Dale 4-0

IV. Correspondence

Another letter from IRS stating they need more time to process our inquiry.

Our attorney filed our amendments. The IRS received information, but are asking for officer changes in the “Annual information return.” Cheryl will ask Blake to do so.

The angel donor donated a surprisingly wonderful \$75,000.

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

No recent activity here.

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.

Heather suggested we hold a Community day, where families were invited to bring kids to play, perhaps at SunRidge, and there was food and the opportunity to learn about our governance bodies. We’re looking at dates, and will confirm over email.

Stove

The stove needs to be moved right away – it will be stored in the maintenance shed until we find a place. We may need to sell it.

Action: We can perhaps hire an electrician or Henry mechanical we can get a quote or ask. Sarah and Sorrel will follow up with it. It has a high-amperage draw, etc.

Spirit Wear / Bonfire

This fundraiser idea could be of year-long use to the Foundation. Perhaps 6th grade could adopt this as their class fundraiser to replace their hot lunch fundraiser.

Investments and Borrowing

We invested \$200,000 in a 1-year CD with Redwood Credit Union for a 2.75% interest rate.

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

Rachel Jonas presented how Woodland Star does their Jog-A-Thon. They do a t-shirt to everyone (\$3000 for 250 shirts), use 99pledges.com to handle contacts and payment processing. T-shirts also

allowed sponsorships, and they grossed \$30K through pledges, and \$15K through sponsorships. Each student expected to raise \$150. If they get 75% participation they get a bonus. There are awards for person with most laps, most class participation award. Rachel sent acknowledgments of # laps and money raised for each participant. Timeline 4-5 weeks ahead, students get packet, newsletter blasts, talking about it, renewal sponsorships. They use Quickbooks online for database – spreadsheets of school's database has the most up to date. Constant contact for email blasts.

Action: **Sarah** will work with Karen and Theresa to setup a Move-A-Thon, with the tentative date of November 18th. **Dale** will help with the actual day of the event planning and logistics.

Auction

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

Robert moved / **Dale** seconded 5-0 continuing our BfG subscription to use it for auction this year.

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: **Heather** is almost finished with thank you notes to donors.

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 and music, handwork, art and aftercare rooms. Also, a new kitchen is a focus for spending. Science tables and locking cabinets were also discussed.

Air conditioning in Math/Music rooms

Action: **Robert** will follow up with the HVAC associate of his who came made an assessment.

Escrip

Action: **Sarah** will look into this and how we can get more involvement, which would probably require tabling on certain days.

Paypal

Sarah brought this idea forth. We can add Paypal to our list of Scrip and Amazon Smile, etc. for electronic donations.

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.

Motion: Robert/Sarah moved 4-0 to fund the athletic program by \$1500 this year and \$1000 each year to support our league's increasing fees and fewer payments.

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.

We did not review the budget this meeting.

Recent Expenditures

We did not look at recent expenditures this meeting.

New fundraising ideas

None at this time.

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 this year, we haven't decided how to allocate the angel donors \$75,000 (in previous years, we did half to field trip funding and half to savings.)

Additional Funding Requests

Dale presented Dianne Namkung's library proposal - \$300 to buy new books focusing on increasing

the library's selection of social justice books, graphic novels and others. **Dale** moved to grant \$500, seconded Sarah, to make this expenditure, approved 5-0.

Action: **Robert/Dale 4-0** passed a motion to provide up to \$400 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

This project is completed and looking awesome. Erosion on the sides of the stairs is a concern.

Non-profit status:

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. We are still working to clear our status.

4) SEF Website

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

5) Board Members

Recruitment

Process: 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.

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

Action: Robert will be asking if Hassanah will be continuing with the Foundation.

6) Items added to the meeting

7) Next Meeting / Close

Tuesday, October 25th @ 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