

SunRidge Educational Foundation
Meeting Minutes for **Tuesday, 5-11-23**
Meeting Location: **SEF Zoom Room**

Roll Call

6pm-7:30

I. Establishment of Quorum

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

Apologies:

Guests: **Karen**

II. Review of minutes from 2/28/23 – Minutes approved Robert/Sarah 5-0

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

IV. Correspondence

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 2022-2023

Grants: New and Existing

We did not apply for the Snapdragon Library grant (needed a stronger position as an "underserved school" or something to that effect). We did not apply for the Whole Food grant in March, and could apply next year in February/March.

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.

Robert attended the Sebastopol Rotary Club meeting and represented our school.

Two teachers, Dan Shane, Cristina Gosling were awarded \$500 grants from Sebastopol Rotary Club on this go-round.

Garden

Postponed Action: Sarah asked Sorrel to call a contractor to come out and draw up a proposal for stove installation in the earth lab. We can approve hours for Sorrel; approval from RESIG, we'd need contact with Sebastopol Union / Tombe Realty, a contractor's appraisal. Update: Sorrel wants to do a more in-depth study about the program's needs, and will come with requests next year.

Motion: Money to pay Sorrel \$1215 to maintain our campus landscapes over the summer. Approved 5-0.

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, which matures 9/2023. Cheryl learned that Community First Credit Union is offering .05% CD, so we are looking at investing 100K (currently in RCU Money Market) into this.

Pledge program

Pledge has a goal of \$225K. We currently have \$140,000 of needed 190,000. We plan to broadcast to the community the "fair share" pledge for each class in the next bulletin. We also can restate the bonus the Foundation awards for full participation.

In January, Brian spoke to our pledge situation, to change the website to solicit donations in a way that makes it easy to find, designates levels of pledging in an optimized manner for us, and other improvements.

Motion: **Robert/Dale** moved that a matching program be ran for a month up to 2/23 (extended to 2/28 through email by SEF members) for the first \$23K raised in pledges. Donations are doubled by the Foundation. Approved 5-0. **"Show your love for SunRidge" matching month generated a total of \$46000 (\$23000 matched in donation).** There was talk of doing this again for the last month of the year.

Walk-A-Thon/Move-A-Thon

Action: Check was written for disbursement of funds to SunRidge.

Auction

Diedra is running the data entry side. Sarah has done procurement, and **Bonnie Hill** is helping with advertising as well. The auction is currently running and will finish April 1st. As of today, the total is \$17,500+ raised.

Ongoing Action: New energy and people are needed 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).

Our auction money raised will be put towards installing air conditioning in the math and music, handwork, art and aftercare rooms. Also, a new kitchen or food truck/trailer is a focus for planning and spending. Science tables and locking cabinets were also discussed.

Air conditioning in Math/Music rooms

Robert will continue to follow up with the HVAC associate (Jonas) of Green Lief Energy who came and made an assessment.

Action: Robert followed up with Jonathon.

Action: We could also explore grants for energy compliance and local energy agencies that could ask for help from the community. We could ask Beau Anderson, 1st grade parent and who works at Sonoma Clean Power, about ideas.

Action: Dale will have a conversation with Beau about possible grant and energy solutions.

Action: Brian will talk with Jonathan and Diedra about portable solutions.

Action: Brian will price out a portable AC unit and we can approve the amount via email.

Escrip

Action taken: After recent tabling by Sarah any parents were interested in supporting the school through Escript, and we should see a bump. Parents would like a separate full email regarding Escript, so they can forward to family members.

We need to fix the email out to families. It's primarily Fircrest and Oliver's that allow us to benefit through Escript. We are looking at other possible similar options.

Paypal, Scrip, Website Donation Button Bots

We can add Paypal to our list of Escript and Amazon Smile, etc. for electronic donations.

We are investigating a replacement for IATS. We were recommended to use authorized.net. We've learned that our website needs updating, and we need a web developer to integrate **authorized.net**. However, that payment processing recommendation is not compatible with our current website servicing - wordpress and/or weebly. Donately, Donor Box, Givebutter.com are some applications that do integrate with Weebly. We need to do more research on each of these.

We need to wait on this, as the district is implementing a universalization of website designs for each of the four schools. That meeting, about implementation, is happening today 5/11, and we have Theresa, school office manager, in attendance.

Once we learn what the new website looks like, we can add a PayPal button on it.

Neighbor donation

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

Action: Dale will contact a gopher removal company and investigate with Patti (DO) and Chris at Tombe Realty about how much Sebastopol Union is responsible for the maintenance of grounds.

Landlord questions

We considered asking Patty to come to our meeting and presenting to Foundation members. The purpose is to clarify what the landlord is responsible for, and what we need to fund as the Foundation.

Student Scholarships 8th grade projects?

We decided no, because we need a policy in place, and that needs time to develop. Questions to be addressed in such a policy are criteria for a proposal, based on financial need, who can apply, etc.

3) Funding allocations for 2022-2023

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.

Financial position

Cheryl gave us an update on our budget and expenditures, including actuals and those over budget. We linked those 3 PDF reports into the SEF Shared Drive, for members to access. Our revenue is higher than our expenses this year.

4) SEF Website

Opportunity: Someone who is interested in managing it (through Weebly). This would include getting the payment buttons placed there (for pledge, donate, etc.)

5) Board Members

New Treasurer

Motion: Brian Eberly was voted in at the beginning of the meeting, **Cheryl/Robert** 5-0, as our new board member.

Recruitment and Membership

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.

Motion: Brian takes over the Treasurer position, as of July 1st, 2023, with check-signing ability transfer sooner than that date. Approved **Robert/Cheryl** 4-0. We'll need to replace Cheryl's name with Brian's name for the accounts.

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

Action: Robert wrote up text for Hassanah and Francois's achievement award, and got that to Sarah. We are looking to order a plaque to inscribe Hassanah's and Francois' contributions to the Foundation and school. We set the date of Tuesday, May 30th for a school volunteer celebration, where we would invite Hassanah and Francois to attend, as well as all the volunteers this year.

6) Items added to the meeting

7) Next Meeting / Close

Monday, June 5, 2023 at 6pm-7:30pm on Zoom

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: parent meetings, personal conversations (1st grade)

Crowdfunding - ideas

Donating stock to school as an option for fundraising

Reaching out to parent meetings - what our talking points are

Bike tune-up day?

Files in shared Google Drive:

Minutes

Agendas

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