

**SunRidge Educational Foundation**  
Meeting Minutes for **Monday, 11-13-23**  
Meeting Location: **5th grade classroom**  
Document Depository: [SEF Shared Drive \(Google\)](#)

**Roll Call**

**5:30pm-7pm**

**I. Establishment of Quorum**

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

Apologies:

Guests: **Karina (SunRidge Director)**

**II. Review of minutes from 10/24/23 – Minutes approved Brian/Beau 5-0**

**III. Review of agenda – Brian/Sarah 6-0**

**IV. Correspondence**

Goronson and Associates issued a Letter of Engagement this year, asking that we confirm we are working with them again. Robert will be signing and returning it.

Bidding for good invoiced the school for this year's auction (~\$850).

**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 11/14:** 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 2023-2024**

**Angel Donor**

Robert shared a previous letter with Karina.

## **FEAT / Parent Council**

FEAT can apply to be a separate parent organization with the district. Last year they chose not to meet those requirements. **Karina** met with the 3 representatives this year, (Maya, Dianne, and another). They could also be absorbed into the Parent Council, or be active participants by offering speakers. We expect to hear from them in the next month or two about their decision. The Foundation is in support of FEAT transitioning into the Parent Council.

## **Grants: New and Existing**

**Resource:** **Dale** continues to [maintain grant timelines available](#) (locally, regionally, state-wide) with timelines for applications. There also is a [“Needs Flow”](#) document which can steer needs toward funding sources, and a collection of [successful grant application materials](#).

**Brian** mentioned a [Toshiba technology grant](#) available up to \$5K. [Donorschoose.org](#) is also another great place to post needs; teachers have to make an account individually. **Dale** keeps bringing grant information to faculty meetings and via email.

## **Irrigation and Drainage**

**Karina** shared that past Foundation expenditures, in regards to the garden space between the 1-5 and 6-8 hallways, paying Permaculture Artisans to create swales and pathways and drainage. Karina’s concern is that the work did not accomplish what was supposed to be done, and that drainage is not working.

**Action:** **Beau** offered to contact them (Eric and Lauren) and invite them to campus to see what can be done.

## **Spirit Wear / Bonfire for 2023-24 / Water Bottles**

This fundraiser idea could be of year-long use to the Foundation. A Sunridge family business, Reclamation Etchworks, is offering to etch metal water bottles as part of a fundraiser. They can also make etched wood signage.

At the Falling Leaves Festival, spirit wear, water bottle sales and giving tree were sales about \$918 out of the \$2000 we expended. There was more interest expressed in adult sizes, that should result in additional sales over the course of the year.

## **Investments and Borrowing**

We currently have 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 5% CD, so we are looking at investing 100K (currently in RCU Money Market) into this.

**Motion:** That \$100,000 be moved from the RCU Money Market to the Exchange Bank, and then opened a 5% CD with them; Robert/Sarah approved 5-0.

**Motion:** That the remaining funds in Exchange Bank be transferred to a Community First account. Robert/Sarah, approved 5-0.

### **Pledge program**

There was no update to our pledge program status. Karina is writing an article for the next bulletin.

### **Auction**

**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).

We started discussion about what we would spend our auction money raised for this year. The middle school ropes course should be one item.

**Robert** will return the invoice from Bidding From Good.

### **Escrip**

Parents would like a separate full email regarding Escript, so they can forward to family members. It's primarily Fircrest and Oliver's that allow us to benefit through Escript. We are looking at other possible similar options. Escript revenue was up to almost \$1000 this last year.

### **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. The new websites will be implemented in late November.

Once we learn what the new website looks like, we can add a PayPal button on it. New website launch is end of November/ beginning of December.

3 changes - add Paypal on front page; 4-tiered pledge donation; see if there are any other changes, meeting with Tina to institute those changes around the beginning of December.

### **3) Funding allocations for 2023-2024**

**NOTE:** RESIG Insurance covers any school event anywhere, other than "fireworks or mechanical?".

## **Budget Approval**

As of 11/14, **Brian** and **Cheryl** had provided a previous meeting's overview of the draft FY 2023-2024 SEF budget. **Brian** noted that the current draft budget forecasts a deficit. Discussion was held on ways to reduce the deficit and modify the various budget items to lessen the deficits. Motion to approve the FY 23-24 SEF Budget with current forecasted loss by Robert and seconded by Brian; Motion passes: 5-0.

## **Garden and Kitchen**

**Sorrel** is considering a plan to assess the stove/classroom and food trailer situation. Since Sorrel won't be changing classrooms this year, we decided to table this topic until perhaps April.

Sunridge was awarded the Whole Foods garden grant this year! in the amount of \$3000, largely due to Sorrel's efforts. Congratulations, **Sorrel!** **Sorrel** reached out to Whole Kids and asked them to write the check to the Foundation. The check has been received and deposited.

## **Basketball hoops**

**Dale** presented a plan for installing some permanent basketball hoops in the back parking lot. The total would be about \$5000+, including concrete, the hoop/pole/backboard combination and rental of an auger. Robert shared that since this was a permanent installation, it would need to go through first RESIG and then through Chris at Tombe Realty.

**Brian** suggested that we proceed with a short term solution and the long-term solution. **Dale** will come up with a proposal to vote on for November's meeting.

**Beau/Robert** moves that no more \$1200 be spent to buy temporary hoops. Approved 6-0.

### **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) School Organizations wanting Foundation support**

We may need to have a process in place for determining the criteria for granting financial assistance (including insurance coverage) to any school organizations, such as FEAT (Freedom Equity and Anti-racism Team). The process could be establishing a committee that brings forth requests. What kind of oversight, decision making authority, and other questions would need to be addressed.

### **6) Board Members**

## **Recruitment and Membership**

**Process:** We ask potential members to attend 1 meeting. We are also requesting a written explanation of reason(s) why they'd like to join before voting on approval.

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

### **6) Items added to the meeting**

### **7) Next Meeting / Close**

Tuesday, 11/13/23; 5:30 -7:00pm in the Zoom Room

#### **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