

**SunRidge Educational Foundation**

Meeting Minutes for **Monday, 12-12-23**

Meeting Location: **Zoom**

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 11/13/23 – Minutes approved Brian/Beau 5-0**

**III. Review of agenda – Beau/Brian 5-0**

**IV. Correspondence**

IRS approved our non-profit extension.

\$5,000 check from Community Foundation of Sonoma County. Carol and Clark Mitchell (Satya-5th) are grandparents, we're unsure if it's a no-strings grant or used as pledge.

Benevity renewal is up, via Robert.

John Moise spoke with us about the district finances.

**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. Karina was writing a solicitation letter when she had received a \$50,000 check from them on or near Giving Tuesday. She altered the letter to include a thank-you and an ask for more funding.

## **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. **Beau** contacted them, and they came the next day. After surveying the situation, they had a recommendation for restoring the function. Erik Ohlsen verbally quoted \$5000 for fixing it. Karina will be meeting with site folks (Tucker, Sorrel and others) to get a game plan, after the rainy season.

## **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.

## **Falling Leaves Festival**

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. The Falling Leaves Festival overall raised close to \$18,000, though we don’t know what the costs were. Sarah suggested we need to disburse some of that.

## Investments and Borrowing

We currently have \$100,000 invested in Exchange Bank at 5% a 1-year CD (comes due October 2024?)

## Pledge program

There was no update to our pledge program status. Karina is writing an article for the next bulletin. Pledge is really low, at 38% of families.

**Motion:** Brian/Beau 5-0 to approve up to \$2500 to sweeten the deal for classes to meet their pledge goal.

**Action:** We'll send out a bulletin, flier and separate blast for this pledge campaign.

## 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.

**Action:** **Robert** will return the invoice from Bidding From Good. We chose to go with them again this year, while looking into other options perhaps, since the pricing went up \$200. Novato Charter School uses schoolauction.net, which looks like it could be a good auction site if we want to change.

## 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.

The new school website is up; we just need to consider adding the button bots.

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

We are currently at ~\$7,000 or so in the black, compared to our budgeted amount for this year.

#### 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. The check has been received and deposited. The money will be used for garden improvements.

#### 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.

**Dale** assembled 1 of the hoops so far and hopes to assemble the 2nd before or during our Winter Break.

### 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**

Thursday, October 5, 2023; 6-7:30pm 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