

SunRidge Educational Foundation
Meeting Minutes for **Monday, 8/26/24**
Meeting Location: SunRidge School Library

Roll Call

5:30pm-7:00pm

I. Establishment of Quorum

Present: **Robert Simmons, Dale Thurber, J.J. Yost, Brian Eberly, and Beau Anderson**

Apologies:

Guests: **Karina (SunRidge Director), Brandy Rucker**

II. Review of minutes from 8/28/24 – Minutes approved - B

III. Review of agenda – Agenda approved - R

IV. Correspondence

Blackbaud - non-profit renewal notice.

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

8/28/24 Brian to follow up with Tina with code needed for the website to allow for easier online pledges; potential resource is Steve Loveday with the District for assistance.

8/28/24 Dale to talk with Tina about consolidating / modify our 2 Foundation web pages/sites and providing a stipend. A proposal is needed.

2) Fundraising, Funds and Revenue for 2023-2024

Grants, new or pending

Dale reported he had secured a grant of ~\$500 for 6 new platform scooters and a new volleyball cart from Donorschoose.org.

As of 8/28/24, No dates posted yet at Sebastopol Rotary Club for Mark Sell grant applications: [Here](#)

He also mentioned a Career Technical Education grant (<https://www.cde.ca.gov/ci/ct/ig/>) that would

support the entirety of certain programs like woodshop and that grant deadline is December 2024 for the 2025/2026 fiscal year.

Grantwriting: A Motion to approve a 5% commission of \$5,000+ paid to the author(s) for Foundation-approved grant writing or secured non-pledge donation of \$50,000 upon successful fulfillment. **Approved Brian / Robert 5-0**

A member of our parent body expressed interest in writing grants - Kerrily Beaton. Dale will contact her, and let her know about the approved 5% commission. I'm meeting with her on 9/5 and should be able to report back at next meeting.

Leverage 501 status in the Community - Beau

We now have sef@twinhillsusd.org as our new email. Beau needed access to the email account; now he can combine lists on Shared Drive with what he's researched for potential opportunities, and use the email to converse with potential donors.

8/28 Beau can look at possibilities listed in the drive and elsewhere and has letterhead for these solicitations.

Flag Football Jerseys and Flags

We'll handle the flag football over email approval.

Bank accounts update - Brian / Cheryl

8/28 status - Brian gave a brief report on our financial status and it was positive. We have roughly \$450,000 COH, with upwards of \$70K in the black, budget-wise.

CD is at \$208K at Redwood Credit Union.

Move-A Thon

Next year: Get Hippizzazz to cover Move-a-thon pizza party and The Feed Store to cover rice straw bales (medieval games, garden), we can put their logo on t-shirt. Also maybe Strauss.

Employer-matching donations and new avenues

Dale expressed that there is sort of a law of diminishing returns with fundraising efforts in a semi-closed circle of our school community, even though the Move-A-Thon did reach new donors. IHHO, the areas for growth in Foundation revenue lie in untapped "outside our circle" resources, like employer-matching donation programs, SCOE partnership, stock donations, new angel donors, endowments, and dedicated and targeted grant-writing.

Dale checked with John Moise (Ben/Griffin) about Kaiser's employer matching donations. He said he'd look into it and get back to Dale. We currently have 1 parent doing this (unsure who).

Auction

No discussion on Auction.

Each class taking up a fundraiser

The idea percolated (initiated by Karina with Parent Council) that each class takes up some kind of fundraiser that we regularly do (Dine and Donate, Move-A-Thon, Falling Leaves, Auction, etc.) with the previous year's class mentoring.

Parent Council has come up with a plan to assign fundraisers/events to classes. The document is presented [here](#). Some questions from Foundation members: If we hire a Director of Fundraising, what does the position look like? Supervision/coordination of these events?

3) Funding allocations for 2023-24

Woodworking

Moved \$1200 - JJ/Brian to approve David (Woodworking Teacher) tools and supplies for his class. Approved 5-0.

Westminster Woods

We now have this year and next year's of reserve payments ready for Westminster Woods, through '25-'26.

Falling Leaves insurance Rider

It was discussed the festival should use Foundation insurance, but there will be a new rider needed - the amount was speculated was about \$200. Motion **JJ/Robert** approved 4-0.

4) Communicating and promoting the SEF

In the past, one of the foundation members made a booklet with families' skills and areas of proficiency, and it allowed our community to connect and also pointed Foundation members in the right direction to ask for help. Dale did not have any luck finding the booklet. If we want such a resource, we'll have to create it ourselves.

Email

Last session, we voted to make sef@twinhillsusd.org our official email address. There is now also an alias that redirects sunridgeeducationalfoundation@twinhillsusd.org mail to the same account.

Stipend for Director of Fundraising

In an attempt to address the void created by Sarah and Cheryl's concluding terms, the question of stipends for specific Foundation roles came up and was briefly discussed. A Google doc to collect ideas was created here: [The Stipend Question](#) Foundation members were invited to contribute to these ideas in preparation for next year. Next step: Define the list of responsibilities.

A continuing discussion about what might be a good amount for a .25 position (10 hours per week). 15% of Auction? 5% grant writing. What else? What is the scope of responsibilities?

5) Certified Public Accountant Services

We discussed our Adoption of Reporting and Compliance Provider Service, and our relationship with Blake our CPA. JJ and Brian will contact Blake and discover what services she has to fulfill our requirements as a Non-Profit (tax-filing, CA Scty of State filing, etc.) to stay in compliance.

6) Website updates

Dale will speak with Tina about maintaining the SEF website.

7) Next Meeting / New meeting times / Close

Monday, September 23rd at 5:30pm at Library

Meeting called to close at 7:00 pm.

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

Soccer camp / bike tune-up day updates- Brian

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

Respectfully submitted,

A handwritten signature in cursive script, reading "Dale Thurber". The signature is written in black ink and is positioned above the printed name.

Dale Thurber
Secretary, SEF