

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

9-23-19

5:00 pm

Directors Present: Camille Belden, Carson Bennett, Van Eldredge, Janine Erbe-Goff, Amber Jaramillo, Tamara Rodriguez, Phil Turner

Guests Present: Lori Bachman

Directors Absent: none

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Mr. Turner	Meeting called to order at 5:05 pm by Mr. Turner.
2. Approval of Agenda	Mr. Turner	T. Rodriguez motioned to approve the agenda with the modification to move the new business item regarding bank accounts to the Treasurer's Report. J. Erbe-Goff seconded, motion carried.

<p>3. Approval of Minutes from 8-26-19</p>	<p>Mr. Turner</p>	<p>P. Turner motioned to approve the minutes with stated modifications. A. Jaramillo seconded, motion carried.</p> <p>Modification to August minutes: Fix the "Presenter" column, several names were incorrect. Add the \$250 foundation vote under item #5.</p>
<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> • Review Bank Statements from August • Discussion and Action on 8-31-19 Financial Report • Add New Signees • Debit Card 	<p>Mr. Turner</p>	<p>P. Turner motioned to approve the treasure's report. C. Bennett seconded, motion carried.</p> <p>P. Turner motioned to remove Julia and add Ms. Cisneros and Mr. Bennett to the bank accounts and check signing. A. Jaramillo seconded, motion carried.</p> <p>P. Turner motioned to create a second account with limited funds. The debit card will be attached to this account. This limits the Foundation liability should something go wrong, and is in line with the Foundation procedures. C. Bennett seconded, motion carried.</p> <p>Note: the bulk of the funds in the bank account were moved into a money market account in order to gain interest on the funds.</p>
<p>5. Audit</p> <ul style="list-style-type: none"> • Checklist for Treasurer's Monthly Review • Schedule for 2019 	<p>Ms. Bachman</p>	<p>Mr. Bennett and Ms. Bachman will schedule time with Ms. Triolo to review the checklist. The example checklist will be emailed to Ms. Cisneros to add to the CFEE document repository.</p> <p>The audit will finish by the end of September; currently the auditors are still reviewing documents.</p>

6. Capital Projects	Ms. Bachman	The facilities master plan has been prioritized. Currently the top 2 priorities are unfunded. The Foundation will review the plan as input to the next budget planning session. Ms. Bachman will email Ms. Cisneros a copy to add to the CFEE document repository.
7. Roof Replacement Update	Mr. Turner	The work will most likely take place at the end of May.
8. Golf Tournament 2020 Planning <ul style="list-style-type: none"> • 2020 Sponsor Flyer • Monthly Action Item Checklist 	Ms. Erbe-Goff	<p>Ms. Erbe-Goff explored other possible venues. Several were cost prohibitive. Tanoan had a competitive cost, however the tournament would have to be held on a Monday.</p> <p>The Foundation recommended that Arroyo del Oso remain the venue for 2020. A survey will then be sent out to participants to see how likely they would be to attend a Monday golf tournament for 2021.</p>
9. Craft Fair Planning	Ms. Erbe-Goff	\$300 has been raised so far from 8 confirmed vendors. Dozens of applications have been sent out. Food vendors need to be identified and confirmed.

10. Update on Grant Applications	Mr. Bennett	One grant application was rejected because we were not eligible. However, we received kudos on the quality of the proposal. Mr. Bennett will continue to look for opportunities. Examples are grants for train the trainer for Nurtured Heart and Non-violent Response training.
11. Future Agenda Items	Mr. Turner	November – budget discussion December – vote on budget
12. New Business: Banking Accounts Proposals (item moved to treasurer’s report) E-Occupancy Needs Proposal	Open	E-Occupancy Needs: Room 5 ductwork to balance heating/cooling (cost is approx. \$4K) This falls within the Foundation line item expenses already approved within the current budget. Therefore no vote is required for this proposal, only notification to the Foundation.
13. Set October Meeting Date	Mr. Turner	A. Jaramillo motioned to set next meeting date as October 28th at 5pm. C. Belden seconded, motion carried.
14. Adjournment	Mr. Turner	T. Rodriguez moved to adjourn at 6:10pm. J. Erbe-Goff seconded, motion carried.