

**Coral Foundation for Excellence in Education**

4401 Silver Ave SE

Albuquerque, NM 87108

**MINUTES**

**12-16-20**

**5:00 pm**

**(meeting held via Zoom)**

**Directors Present: Janine Erbe-Goff, Amber Jaramillo, Leah Woods, Paige Chavez**

**Guests Present: Lori Bachman, Cristal Wilson, Jessica Alcala, Yamavathi Kona, Elaine Landon, Sarah Means**

**Directors Absent:**

**Executive Director: Nayamin Cisneros**

<b>Agenda Item</b>	<b>Presenter</b>	<b>Notes</b>
1. Call to Order & Introductions	Mrs. Erbe-Goff	Meeting called to order at 5:04 pm by J. Erbe-Goff. Guest, Sarah Means, was introduced and foundation members introduced themselves.
2. Approval of Agenda	Mrs. Erbe-Goff	A. Jaramillo motioned to approve the agenda. J. Erbe-Goff seconded; motion carried.
3. Approval of Minutes from 11-18-20	Mrs. Erbe-Goff	A. Jaramillo motioned to approve the minutes. J. Erbe-Goff seconded; motion carried.

<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> <li>• Review Bank Statements from November</li> <li>• Discussion and Action on 11-30-20 Financial Report</li> </ul>	<p>Ms. Woods</p>	<p>L. Woods provided an update that she has been working with our bookkeeper to catch up on the last few months as some reports were not provided to us (her) and now everything outstanding from as far back as July has been reconciled. She noted that October and September were reconciled together.</p> <p>L. Woods will be meeting with the bookkeeper to get a clearer picture of entries that have been made and how we are currently making them so that we have more eyes on them as opposed to just the bookkeeper.</p> <p>L. Bachman added that the auditors would like to see October and September done individually and not combined.</p> <p>A. Jaramillo motioned to approve the Treasurer's report. J. Erbe-Goff seconded. Motion carried.</p>
<p>5. Audit and bookkeeping processes</p>	<p>Ms. Jaramillo</p>	<p>A. Jaramillo informed the Director's and guests that we are on a hold in hiring or securing a new bookkeeper for the foundation as we are working with the current bookkeeper to catch up on missed items and get clarification of entries and reports done.</p> <p>Moving forward we will transition at some point in the first quarter.</p>
<p>6. Website and Donation</p>	<p>Ms. Bachman &amp; Ms. Jaramillo</p>	<p>A. Jaramillo advised that K. Sanchez, L. Bachman and N. Cisneros will be meeting on 12-17-20 to go over the addition of a "donate now" button and to clean up and organize the Foundations page on the Coral website. A campaign will be discussed and pushed for donations from the community after the new year. More info to follow in January meeting.</p>
<p>7. Capital Update</p>	<p>Ms. Bachman</p>	<p>L. Bachman informed the Director's and guests that they are in the process of making several improvements to the building including painting the main hallway, new hvac system in the main hallway. She noted that with the legislative money secured by the Lobbyists we hired; we will be adding a perimeter fence by the end of January. They are also looking at an air</p>

		<p>filtration system and we are awaiting approval from the State (PED) on the equipment we are looking at installing.</p> <p>L. Bachman reiterated the need for fundraising from the Foundation as we move forward as we are now no longer required to pay lease.</p>
8. Fundraising Plan for 2020-2021	Ms. Erbe-Goff	<p>J. Erbe-Goff provided an update that she has uploaded all files from golf tournament, craft fair and etc. into Dropbox and is available if we have any questions.</p> <p>A. Jaramillo met with Coral's bookkeeper about some possible grant opportunities and have created a short list. Three of the new potential Foundation members expressed interest in helping write and secure grants. We will meet separately in the coming weeks about prospective grants and who/how we can apply for them.</p>
9. Future Agenda Items	A. Jaramillo	A. Jaramillo noted that we would add a vote to the January meeting to approve new board members that have expressed interest; Jessica Alcala, Yamavathi Kona, Elaine Landon, and Sarah Means.
10. New Business	Open	No new business.
11. Set January Meeting Date	Mrs. Erbe-Goff	A. Jaramillo motioned to set a meeting date for Wednesday, January 20th at 5pm. J. Erbe-Goff seconded; motion carried.
12. Adjournment	Mrs. Erbe-Goff	Meeting adjourned at 5:30 pm.