

**Friends of Weaver
Minutes for March 12, 2018**

Present:

Natalie Chang	Rosie Nguyen	Kelly Das
Beth Lyons	Dr. Briggerman	
Francie Ghose	Jennifer Knapp	

1) **Call to order** - The meeting was called to order at 8:34 a.m.

2) Treasurer Report – Rosie

- a) Rosie presented final numbers for WGH. Revenue budgeted was \$119,200 and Actuals = \$ 136,727.00
- b) There were 4 cash donations directly to WGH – for a total of \$315.00
- c) **ACTION:** Live Auction – Valentine and Hageman donations need to be taken out of Wine Pull category and placed into LIVE auction category.
- d) Two checks from two weaver families need to be deposited into account, approximating in an additional \$4,000 revenue.
- e) **ACTION:** There some additional details with WGH report to refine:
 - i) Carve out casino/decoration category
 - ii) \$2,500 casino sponsorship – needs to be a line item
 - iii) SCRIP Gift cards were purchased toward casino prizes that also should be line item with Casino for a total of \$3,000
 - iv) Casino Prizes – 4 were donated, 2 were purchased by FOW using SCRIP gift cards.
 - v) **ACTION:** Francie to double check to ensure that we were not charged a champagne corkage at Old Ranch.
 - vi) **ACTION:** Confirm if there were WGH charges that were processed incorrectly/correct items, if needed
 - vii) **ACTION:** In order to finish closeouts:
 - (1) Double check if families have two credit cards.
 - (2) Need parents to update credit card information.
 - (3) If parents have two cards listed, and they don't click correct card they wish to use to pay for item, BFG will use default card.
 - (4) Make parent/credit card list and use it to verify data/check payments day after event.
 - (5) Shipping items – Shipping is done at the conclusion of bidding. Bidders who want items shipped, have been requested to pay for shipping by making the payment directly to WGH online. Items will not be shipped until shipping is paid for by bidder.
 - (6) **ACTION:** Rosie to document closeout process so someone can use it as a reference going forward. Put close out document on Google Docs.

- f) **Beth moved to approval January Treasurer's Report with chang: Jan. 9th PTLW changed to WGH, and moved approval of February Treasurer's Report as written. Natalie seconded the motion, which passed unanimously.**

3) President's Report – Natalie

- a) Next year 4 FOW Board positions will be open
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Special Advisor
- b) April 16th – Board will discuss filling spots
- c) No general voting
- d) Possibility to add Co-Chairs for WGH Event Management
- e) Google Docs – All Board positions and Chair positions are listed on Google Docs
- f) General Meeting – April 23rd

4) Principals Report – Dr. Briggerman

- a) FOW looking at options on spending FOW funds raised at WGH:
 - i) Option to replace Ipads (TK, K, 1, 2)
 - ii) Funds will be reserved for Media Center Teacher & Aide next year. Apx. \$70,000.
 - iii) Teachers will be given opportunity to communicate their specific technology needs.
 - iv) **ACTION:** Dr. B to revisit Site Improvement plan with district – Media Center – T.V.s – installation.
- b) Beth to return old laptop to Dr. B
- c) Current FOW bank account as of 3/12/18 – \$160,112.24.

5) Secretary's Report - Jennifer

- a) No Secretary report for February.

6) Vice President's Report – Francie

- a) Maximized Philanthropy Auctions – Slated to be Auctioneer next year. Need to budget \$3,500 and \$500.00 for his travel expenses. He will travel down for meeting prior to WGH event.
- b) March 30th, 2019 – Date for WGH next year. Soft hold on Old Ranch and auctioneer for this date.
- c) May also look at having the event at The Grand.
- d) Theme: Gatsby/20's/with Casino
- e) BFG issues at event:
 - i) Parents could not bid at the event
 - ii) Parents or bidders who were not at event, also had issues placing bids.
 - iii) QR codes – some appeared to work and some did not.
 - iv) BFG is acquiring companies and the integration is not going well.
 - v) Technical support was not available for help the weekend of the event.

- vi) BFG software needs to be evaluated – not able to support bidders at event or bidders who were not at the event.
- f) Bidpal – Is an option that should be looked at going forward.
 - i) Positive feedback with other BP users, user interface is good and easy to use
 - ii) Apx. \$1,000 more, may offer more technical support.
 - iii) Bauma and McGaugh have used BP
 - iv) If moving to BP is an option, need to look at moving information/bid prices/shipping etc.
- g) FOW review options to communicate our concerns with BFG – What is goal and what to we hope to achieve by communicating our concerns with BFG’s performance on the night of the event for all bidders (at event/off site of event)?
 - i) Possibility of drafting letter/calling our contact to BFG to communicate concerns with BFG bidding ability in final hours of event.
 - ii) Can we quantify losses from bids that were not able to be placed the final hours of the event?
 - iii) Review what we have made with BFG year over year.
 - iv) Discuss options in requesting a possible partial refund/or partial discount in the percentage that they extract as their fee from revenue.
- h) Going forward, will begin to review process of what it would take to move to Bidpal for next year.
 - i) Most likely not return to paper bidding. Keep bidding electronic, however there is potential to have some certain items that are feature for bidding at event for only those who are attending event. Perhaps paper bidding would be used for those items only.
 - j) Need to revisit shipping items.
 - i) Bidders have option to request item with extra insurance with tracking and signing.
 - ii) High dollar items (Disneyland tickets, etc. – over \$200.00.) should be sent with insurance.
 - iii) All other items under \$200.00 are sent with tracking/signature.
 - iv) Check Gmail for item emails that may be regarding bidder items.
 - v) **Action:** Do an inventory of what is left. Some items are in Dr. B’s office, Francie has other items as well.
 - vi) FOW look at making event survey and sending out to Weaver families.
 - vii) Action: Beth to bring laptop to next meeting to review items in Google Docs. There is a survey in Google Docs.
- k) **Beth moved to draft letter as a board to negotiate fees due to poor service. Kelly Das will write draft and send to board to review and submit feedback. Kelly Das second and the motion passed unanimously.**
 - i) Three remaining items will be opened up for bidding:
 - (1) Prep Cooking class with Dr. B
 - (2) Big Red Bus
 - (3) Mrs. Epps Mosaic class

7) **Adjournment** - Meeting adjourned at 10:00 am.