

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

7-15-19

5:00 pm

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

Guests Present: Lori Bachman

Directors Absent: Van Eldredge, Phil Turner

Executive Director: Nayamin Cisneros, Julia Weeks

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Ms. Erbe-Goff	Meeting called to order at 5:15 pm by Ms. Erbe-Goff.
2. Approval of Agenda	Ms. Erbe-Goff	C. Belden motioned to approve the agenda. T. Rodriguez seconded; motion carried.
3. Approval of Minutes from 6-24-19	Ms. 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"> • Review Bank Statements from June • Discussion on Action on 6-30-19 Financial Report 	<p>Ms. Erbe-Goff</p>	<p>Report was reviewed. J. Erbe-Goff motioned to accept the treasurer's report. A. Jaramillo seconded; motion carried.</p>
<p>5. Audit</p> <ul style="list-style-type: none"> • Checklist for Treasure's Monthly Review • Schedule for 2019 	<p>Ms. Bachman</p>	<p>The audit will be the last week of July. The Foundation needs to ensure books are in order. Ms. Lerner will help with gathering the required documentation. Mr. Turner is the POC for the foundation until treasurer is named.</p> <p>Action item: invite the Treasure of the CCCS Board to the next meeting to share the monthly checklist idea.</p>
<p>6. Roof Replacement Update</p>	<p>Ms. Erbe-Goff</p>	<p>The date for the roof replacement is still being negotiated. The school has provided several possible dates and are awaiting a response from the contractor.</p>

<p>7. Golf Tournament 2019 Update % 2020 Planning</p> <ul style="list-style-type: none"> • Final Numbers • 2020 Sponsor Flyer • 2019 Tax Exempt Letters • 2019 Sponsor List • Monthly Action Item Checklist 	<p>Ms. Erbe-Goff</p>	<p>2019 recap: There were 83 players. The final numbers will be reported after the financials have been fully reconciled. The profit was approx.\$12,600. There were more players in 2018, but the Foundation made less. Thank you notes have been sent.</p> <p>Planning for the 2020 tournament will begin in August. J. Erbe-Goff will send out date for the first Golf Meeting (most likely Aug. 26th at 4pm). A theme needs to be identified for next year. Improvements have been identified, such as having 1 person managing Event Caddy. Every Foundation member should aim to bring in a sponsor for 2020, in order to increase our depth in sponsorship. May 2nd is the date of the 2020 tournament.</p>
<p>8. Craft Fair Planning</p>	<p>Ms. Erbe-Goff</p>	<p>Ms. Erbe-Goff is waiting to hear back from Highland/NDI Theatre as to whether it is a possible venue. November 23rd is the notional date for the craft fair.</p>

9. Update on Grant Applications	Mr. Bennett	Mr. Bennett is working on boiler plate language to use in all applications. He needs to get priorities from the school, both capital investments and programmatic, in order to identify and complete applications. Mr. Bennett will begin to identify and draft applications. Draft applications will be brought to the board to review.
10. Future Agenda Items	Ms. Erbe-Goff	<p>Future agenda items:</p> <ul style="list-style-type: none"> • Invite CCCS Board Treasurer to next meeting • Vote for Foundation Treasurer
11. New Business	Open	None
12. Set August Meeting Date	Ms. Erbe-Goff	A. Jaramillo motioned to set next meeting date as August 26 th at 5pm. T. Rodriguez seconded, motion carried.
13. Adjournment	Ms. Erbe-Goff	T. Rodriguez moved to adjourn at 5:51pm. C. Belden seconded, motion carried.