

# Coral Foundation for Excellence in Education

4401 Silver Ave SE  
Albuquerque, NM 87108

## MINUTES

06-29-2021

5:30 pm

(Meeting held via Zoom)

**Directors Present** : Amber Jaramillo, Leah Woods, Jessica Alcala, Sarah Means, Yamavathi Kona  
**Guests Present** : Lori Bachman  
**Directors Absent** :  
**Executive Director** : Nayamin Cisneros

Agenda Item	Presenter	Notes
1. Call to Order & Introductions	Ms. Jaramillo	Meeting called to order at 5:31 pm by A. Jaramillo.
2. Approval of Agenda	Ms. Jaramillo	S. Means motioned to approve the May 2021 agenda. L. Woods seconded. Motion carried.
3. Approval of Minutes from 05-25-2021	Ms. Jaramillo	S. Means motioned to approve the minutes. A. Jaramillo seconded. Motion carried.

<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> <li>● Review Bank Statements from May</li> <li>● Discussion and Action on 05-31-21 Financial Report</li> </ul>	<p>Mrs. Woods</p>	<p>L. Woods informed that bank statements are not available until May 31<sup>st</sup> 2021 as Barbara, the bookkeeper, extended her dates until June 27<sup>th</sup> in her report for audit purposes. The Money Market and Saving account are matching. The Quick book checking is \$8,328.77 and the Nusenda Credit Union bank Checking balance is \$9,122.04 there is a \$793.27 difference, this difference is accounted as checks for insurance, \$440, and payments for Barbara and Nayamin Cisneros have been made. We still have a balance due for roofing.</p> <p>A. Jaramillo motioned for the approval of the treasures report for May 31<sup>st</sup> 2021. S. Means seconded. Motion carried.</p>
<p>6. Website and Donation</p>	<p>Ms. Bachman &amp; Ms. Jaramillo</p>	<p>No New Updates</p>
<p>7. Capital Update</p>	<p>Ms. Bachman</p>	<p>L. Bachman informed that asphalt was almost finished in the playground.</p> <p>There is a necessity to re-do the procurement of shade structure because the shape of the initial shade structure did not fit with the quote.</p> <p>Water filling stations are installed and all old fountains have been removed.</p> <p>L. Bachman is looking forward to hearing from the public-school capital outlay council regarding grants which would be useful for the addition of natural lighting and revamping the PreK to the capital standards.</p>
<p>8. Golf Tournament Fall/2021</p>	<p>Ms. Jaramillo</p>	<p>A. Jaramillo said she was able to create a generic timeline but still has to add a lot more details. It was initially shared with S. Means and N. Cisneros. After everything is consolidated, she will upload it to the Foundation's Google Drive for everyone to access it.</p> <p>A. Jaramillo reviewed previous years revenue and expenses and noted that if we get all the sponsorship ask, we could expect the amount to be around \$24,350. In accordance with The Tanoan country club commitment, if we get</p>

(72) players, we can make ~\$3,200 and if (100) players attend, we can make ~\$4,500 on registration.

S. Means want to confirm what the charge was for each player. A. Jaramillo explained that in addition to Green Fee, Cart Fee and lunch fee there will be a corkage fee as some of the food is being donated (hopefully). The total fee would be ~\$66.94 per person payable to Tanoan. Each individual Registration fee is \$125, and groups of (4) Registration fee \$500 - no discount.

S. Means asked about the Cart fee, A. Jaramillo explained that the \$10 Cart Fee is per player and for a group of (4) it would be \$40.

A. Jaramillo shared a task document to everyone in order to review and assign tasks.

The first task is securing the venue, A. Jaramillo said she will be paying the deposit for the venue this week and the agreement was already signed.

The next task is Goal and Budget, A. Jaramillo said once she gets the document "Revenue and Expenses" from previous events, she will be sharing it with everyone for accuracy and better understanding.

The next task is the Theme for the Event. A. Jaramillo asked for members input, she suggested including kids and some sort of children's font in the theme. She would like to confirm the Theme in the first 2 weeks of July.

A. Jaramillo said for the past events there was a Marketing Chair for promoting the event through designing the flyers, website, FB promotion. For this task, we need an experienced person to help. J. Alcala will take this lead and Y. Kona will be helping with flyer and logo design. The goal is to design a logo or theme before July 16th.

Leah Woods will be helping with financial matters like Sponsorship, Credit card reader, Cash, Registrations.

The next Task is Swag Bags. We will need ~100 bags to be prepared. N. Cisneros said last year the sponsor for bags was Xfinity and they are still available in the school, but we need to confirm they are still onsite. We will reach out to Xfinity to ensure we can still use the bags this year as they donated last year but we did not host an event. In the past, teachers at CCCS were able to help stuff the bags on Teacher Collaboration Days. We will chat with L. Bachman to see if this is still an option.

The next Task is Sponsorship Chair. It involves reaching out to all the prior sponsors to secure funding and support from them. Also, to get new sponsors. A. Jaramillo asked everyone's hand on this task to get better output. S. Means will be Sponsorship chair and will ensure we can see the updates as they come in via a shared document in the Google Drive.

There are also some earphones (from last year) and gift cards from the restaurants which can be used for the raffle and prizes. We do need to check with restaurants that gave us the gift cards to ensure we can still use them.

The next Task is Golf Shirts. We still have Golf shirts from last year as the event was cancelled. This task is fulfilled. If we get a title sponsor, we can inquire about costs for embroidering their logo into the existing shirts. N. Cisneros will take the lead on inquiring.

The next Task is the Raffle and Prizes. This task will be all-hands-on-deck. d

Everyone needs to be involved in setup and clean up. L. Bachman is also going to help with this and will reach out to parents for help in this.

A. Jaramillo assured that she and N. Cisneros will be assisting with all the Tasks beside the Task chairs.

Once the Theme is ready it will be updated to Event Caddy with a new logo and header. Sponsors Flyers were already created they need to be updated.

We are in July need to follow up with the previous sponsors to save the date

		<p>and prepare swag bags, prizes, raffle items.</p> <p>The official announcement to the parents and previous players would be August 2nd it gives (10) weeks for preparation.</p>
10. Future Agenda Items	Ms. Jaramillo	No updates
11. New Business		<p>S. Means mentioned that she is in contact with POC at Daniel's Fund and they would like to discuss plans of the school and how it aligns with their grants.</p> <p>A. Jaramillo, S. Means, N. Cisneros, and L. Bachman will discuss and lay out a plan to approach them.</p>
11. Set July Meeting Date	Ms. Jaramillo	A. Jaramillo motioned to set a meeting date for Tuesday, July 27 <sup>th</sup> 2021 at 5:30 pm. Y. Kona seconded. Motion carried.
12. Adjournment	Ms. Jaramillo	Meeting adjourned at 6:15pm.