

**Coral Foundation for Excellence in Education**

4401 Silver Ave SE

Albuquerque, NM 87108

**MINUTES**

**01-20-2021**

**5:00 pm**

**(meeting held via Zoom)**

**Directors Present: Amber Jaramillo, Leah Woods, Elaine Landon, Paige Chavez, Sarah Means, Yamavathi Kona**

**Guests Present: Lori Bachman, Cristal Wilson**

**Directors Absent: Jessica Alcalá**

**Executive Director: Nayamin Cisneros**

<b>Agenda Item</b>	<b>Presenter</b>	<b>Notes</b>
1. Call to Order & Introductions	A. Jaramillo	Meeting called to order at 5:04 pm by A. Jaramillo.
2. Approval of Agenda	A. Jaramillo	E. Landon motioned to approve the agenda. L. Woods seconded. Motion carried.
3. Approval of Minutes from 12-16-20	A. Jaramillo	E. Landon motioned to approve the minutes. L. Woods seconded. Motion carried.

<p>4. Treasurer's Report</p> <p>Review Bank Statements from December</p> <p>Discussion and Action on 12-31-20 Financial Report</p>	<p>L. Woods</p>	<p>L. Woods provided an update on the Accounts. She informed the board that the bookkeeper looked into the accounts and all the accounts match to the balance sheet. All of the checking accounts, money marketing, savings account and purchase made last year were matching.</p> <p>L. Woods said the purchase of the building still showing in the books with the Bookkeeper who has closing documents for the mortgage and is looking into those documents. It should be cleared out from liability soon. For now, it is still showing as pending in the balance sheet.</p> <p>L. Woods got clarity from N. Cisneros regarding mortgage payment of the school property. N. Cisneros informed that the mortgage was paid through the month of November 2020. It was automatically charged for the month of December 2020. The extra amount charged would be refunded.</p> <p>A. Jaramillo motioned to approve the 12/31/2020 Treasurer's report. E. Landon seconded. Motion carried.</p>
<p>5. Audit and bookkeeping processes</p>	<p>A. Jaramillo</p>	<p>A. Jaramillo informed that any changes are still in holding pattern. L. Woods and N. Cisneros are working closely with the bookkeeper to clear and align all the numbers. In a couple of months, we will be in the transition pattern.</p> <p>A. Jaramillo informed that once bookkeeper analyzes everything, we could be in transition phase next month or so.</p>
<p>6. Welcoming new members</p>	<p>A. Jaramillo</p>	<p>A. Jaramillo introduced and motioned to approve new board members; Jessica Alcalá, Elaine Landon, Paige Chavez, Sarah Means, and Yamavathi Kona. L. Woods seconded. Motion carried. Welcome!</p>
<p>6. Website and Donation</p>	<p>L Bachman &amp; A. Jaramillo</p>	<p>A. Jaramillo informed that she will be working on an online campaign and has some grant ideas on which she is working to put into action and will work with the board to set up a plan of execution. More details may be provided in upcoming meetings.</p>

7. Capital Update	L. Bachman	<p>L. Bachman informed process of making several improvements to the building has started. Two major changes among them are the entryway to school is being painted with the help of fellow member suggestion and planning, she gave her inputs and proposals. L. Bachman wanted to emphasize her contribution. At the gates of the school, posts are installed and electricity would be provided in a couple of weeks.</p> <p>L. Bachman says they are also looking for an air filtration system and awaiting approval from the State (PED) on the equipment. She says she has a meeting with PED regarding approval of funds and is hopeful for the best.</p> <p>A. Jaramillo asked about the hybrid system of classes being proposed. L. Bachman mentioned that from the survey, 2/3 of families are interested in an in-person hybrid model. She will have more information about a “Hybrid system” after the School’s board meeting on January 26<sup>th</sup>.</p>
8. Fundraising Plan for 2020-2021	A. Jaramillo	<p>A. Jaramillo said she will try to reach out to the people in order to secure grants. She said we are still looking to use an online campaign for donations. We will discuss all options and come up with a plan to secure grants and online donations within a month or two.</p> <p>A. Jaramillo looks forward to hearing all the new member's thoughts and ideas for fundraising!</p>
9. Future Agenda Items	A. Jaramillo	<p>A. Jaramillo would like to add a vote to the next meeting electing Sarah Means to the role of Vice President and Yamavathi Kona to the role of Secretary.</p>
10. New Business	Open	<p>No new business.</p>
11. Set February Meeting Date	A. Jaramillo	<p>A. Jaramillo motioned to set a meeting date for Wednesday, February 17th 2021 at 5pm. P. Chavez seconded. Motion carried.</p>

12. Adjournment	A. Jaramillo	Meeting adjourned at 5:24 pm.
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