

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

10-28-19

5:00 pm

Directors Present: Carson Bennett, Amber Jaramillo, Tamara Rodriguez, Phil Turner

Guests Present: Lori Bachman

Directors Absent: Camille Belden, Van Eldredge, Janine Erbe-Goff

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Mr. Turner	Meeting called to order at 5:10 pm by Mr. Turner.
2. Approval of Agenda	Mr. Turner	T. Rodriguez motioned to approve the agenda with change of the "Presenter" to Mr. Bennett on item #4. A. Jaramillo seconded, motion carried.
3. Approval of Minutes from 9-23-19	Mr. Turner	C. Bennett motioned to approve the minutes. A. Jaramillo seconded, motion carried.

<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> Review Bank Statements from September Discussion and Action on 9-30-19 Financial Report 	<p>Mr. Bennett</p>	<p>T. Rodriguez motioned to approve the treasure's report. C. Bennett seconded, motion carried.</p> <p>Unanticipated transaction fees were discovered on the new money market account. Mr. Turner will investigate. By the end of the week, Ms. Cisneros will be added as a signer on the second checking account and will be issued a debit card.</p> <p>Procedure modifications were discussed to improve reconciliation of actual cash flow with the current statements. Mr. Bennett and Mr. Turner will explore the best way to do this. Monthly P&L accounting needs to be added to the procedures, along with the annual accounting.</p>
<p>5. Audit</p> <ul style="list-style-type: none"> Checklist for Treasurer's Monthly Review Schedule for 2019 	<p>Ms. Bachman</p>	<p>The draft findings will be reviewed at a meeting on November 6th at 4:30pm. Mr. Bennett and Ms. Cisneros are invited to attend.</p> <p>The Checklist for the monthly Treasurer's review is now in place and will use starting next month. It has been posted in the Foundation's file directory.</p>
<p>6. Capital Projects</p>	<p>Ms. Bachman</p>	<p>Ms. Bachman has been in discussions for a potential contract with lobbyists as a venue to get capital funds for the school. The fee is about \$6K per year.</p> <p>FYI – an updated appraisal for the facility has come in. this will be used when the lease-to-purchase process begins again.</p>
<p>7. Roof Replacement Update</p>	<p>Mr. Turner</p>	<p>The work will most likely take place at the end of May.</p>

<p>8. Golf Tournament 2020 Planning</p> <ul style="list-style-type: none"> • 2020 Sponsor Flyer • Monthly Action Item Checklist 	<p>Ms. Erbe-Goff</p>	<p>Ms. Erbe-Goff was absent from the meeting, however, she emailed an update:</p> <p>Creative Financial is still interested in being a sponsor. New sponsor flyers are in drop box. We need to identify a theme for the 2020 tournament. Ms. Cisneros will email out end of year tax exempt forms to the 2019 sponsors.</p>
<p>9. Craft Fair Planning</p>	<p>Ms. Erbe-Goff</p>	<p>Ms. Erbe-Goff emailed the update:</p> <p>The craft fair will now take place at the school. Highland Theatre double booked and had to cancel on the school. There are 15 vendors signed up thus far. CCCCS teachers can set up a booth for free. Food trucks are still needed.</p>
<p>10. Update on Grant Applications</p>	<p>Mr. Bennett</p>	<p>No update since last meeting. Mr. Bennett will continue to look for new prospects.</p>
<p>11. Future Agenda Items</p>	<p>Mr. Turner</p>	<p>Review 2020 Foundation budget at November's meeting</p> <p>Discuss lobbying contract and vote (if applicable)</p>
<p>12. New Business: New Email for Foundation Members</p>	<p>Open</p>	<p>Mr. Bennett researched accounting management system alternatives, and it appears that Quickbooks is still the best alternative. He will explore whether the Foundation is effectively utilizing the capabilities.</p> <p>Mr. Turner will continue to explore whether Foundation Board members can get a CCCS email so that personal emails do not have to be used. He will see</p>

		how much it would cost to extend the school's tech contract to include this service.
13. Set November Meeting Date	Mr. Turner	P. Turner motioned to set next meeting date as November 25th at 5pm. C. Bennett seconded, motion carried.
14. Adjournment	Mr. Turner	C. Bennett moved to adjourn at 6:00pm. T. Rodriguez seconded, motion carried.