

Coral Foundation for Excellence in Education

4401 Silver Ave SE Albuquerque, NM 87108

MEETING MINUTES

Meeting Date: 03-16-2021 at 5:00 pm (meeting held via Zoom)

Directors Present: Amber Jaramillo, Leah Woods, Sarah Means, and Jessica Alcala

Guests Present: Lori Bachman

Directors Absent: Elaine Landon, Yamavathi Kona, and Paige Chavez (resigned since February meeting)

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1. Call to Order & Introductions	A. Jaramillo	Meeting called to order at 5:12 pm by A. Jaramillo.
2. Approval of Agenda	A. Jaramillo	L. Woods motioned to approve the agenda for today's meeting. S. Means seconded. Motion carried.
3. Approval of Minutes from 02-17-21	A. Jaramillo	S. Means motioned to approve the minutes. A. Jaramillo seconded. Motion carried.
4. Treasurer's Report Review Bank Statements from February Note: January reports were not voted and passed in the February meeting. See those meeting minutes for reference.	L. Woods	L. Woods has reviewed and reconciled both January and February statements. The reports provided do match the money market reports. For January 2021, the QuickBooks balance is showing less than Nusenda's bank statement balance, but you'll find the discrepancy is explained and fixed in the February reports. For February 2021, the QuickBooks balance is greater than Nusenda's bank statement balance, and we will see the transactions clear in the March reports.

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		A. Jaramillo motioned to approve the Treasurer’s Reports for both January and February. J. Alcala seconded. Motion carried.
5. Website, Donations, and Grants	A. Jaramillo	<p>L. Bachman mentioned the “donate now” graphic was completed during this period and successfully posted on the school website and Instagram. Well done team!</p> <p>A. Jaramillo discussed general progress on the website and methods for donation has been a bit delayed given a new job and personal transition.</p> <p>S. Means has prepared and submitted a summary document of the grants that Coral may consider pursuing; this includes a recommended prioritization of where to put forth effort. We hope to have more activity on this in the next period.</p>
6. Capital Update	L. Bachman	<p>L. Bachman announced several building updates at this meeting. The HVAC upgrades are complete. Water refill stations have been installed. Coral received an unexpected grant during this period and had to commit the funds quickly. These funds went towards resurfacing the playground and adding a shade structure. Coral may still re-stucco the building and replace some carpeting. A longtime sponsor of Coral, Phil Prevender from First Financial, also donated new tables for the playground. L. Bachman requested a picture of staff using the tables – to be posted on social media.</p> <p>L. Bachman acknowledged J. Alcala for her assistance with some interior items that they are also working to improve.</p>
8. Fundraising Plans	A. Jaramillo	<p>L. Bachman suggested the Foundation works on the golf tournament to occur in the late summer or early fall. There have been several inquires from parents and supporters, and the general board feels that “it’s time” to rejuvenate this event.</p> <p>A. Jaramillo took the action to get started by reaching out to past board member and longtime sponsor, Jeannine, for the Tanoan point of contact. Next, we will need to set the date and send announcements to families.</p>
9. Future Agenda Items	A. Jaramillo	Golf Tournament

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		Grant Activity Donation Ideas
10. New Business	Open	Discussion of ongoing Dropbox issues: L. Woods is having some storage problems with her free version. The Foundation Dropbox account was upgraded, but that did not seem to help. N. Cisneros is working to test Dropbox further and consider any other options such as Google Drive.
11. Set Date for Next Meeting	A. Jaramillo	Reminder that our meeting day and time was recently changed to the third Tuesday of every month at 5 pm. A. Jaramillo motioned to approve the next meeting date for Tuesday, April 20th at 5.00 pm. J. Alcala seconded it. Motion carried.
12. Adjournment	A. Jaramillo	Meeting adjourned at 5:37 pm.