

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

1-23-19

5:30 pm

Directors Present: Mitch Biersner, Van Eldredge, Janine Goff, Amber Jaramillo, Tamara Rodriguez, Phil Turner

Guests Present: Lori Bachman

Directors Absent: none

Executive Director: Kellan Mahoney-Chavez

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Mr. Turner	Meeting called to order at 5:37pm by P. Turner.
2. Approval of Agenda	Mr. Turner	T. Rodriguez motioned to approve, V. Eldredge seconded, motion carried.
3. Approval of Minutes from 12-12-18.	Mr. Turner	A. Jaramillo motioned to approve, J. Goff seconded, motion carried.
4. Treasurer's Report	Mr. Biersner	A. Jaramillo motioned to approve the Nov and Dec bank statements, assuming follow up on annual statements. J. Goff seconded, motion carried.

<ul style="list-style-type: none"> Review Bank Statements for November and December 		<p>As a standard, the Board will now review the balance sheet, P&L, budget vs actual, and bank statements.</p> <p>Mr. Biersner will review the P&L with the 2018 bank statements to identify outliers.</p> <p>Mortgage principle will be added to the P&L statement.</p> <p>The foundation will get Quickbooks to aid in financial management. There will be a folder in dropbox to store all financial/budget information.</p> <p>The Board will also institute an annual review and reconciliation activity.</p>
<p>5. Explaining Discrepancies in Financials</p>	<p>Mrs. Mahoney-Chavez</p>	<p>There is a lag between the creation of bank statements and the balance sheet, and thus they won't match exactly. Mrs. Mahoney-Chavez will ask the accountant to document the date that the statements are pulled.</p>
<p>6. Golf Tournament Update</p>	<p>Ms. Erbe-Goff</p>	<p>Registration is set up. We are continuing to get more sponsors (Nusenda, Prevander, Bacas Trees). There will be a meeting in February to get feedback from the teachers on improvement ideas.</p> <p>We need several committees: marketing; volunteers; raffle; prize; decoration; and finance. We need to identify leads for each committee.</p>
<p>7. Budget Review for 2019</p>	<p>Mr. Biersner and Mr. Turner</p>	<p>T. Rodriguez motioned to approve budget, with change to an item from \$3600 to \$4800. V. Eldredge seconded, motion carried.</p> <p>The budget was updated based on last month's comments.</p>
<p>8. Policies and Procedures Draft Review</p> <p>*P&P voting tentatively scheduled for February</p>	<p>Mr. Biersner, Mr. Turner, and Ms. Mahoney-Chavez</p>	<p>Board stepped through each policy and Mr. Biersner captured comments. Board members can send further comments. Mr. Biersner will update and present a final draft in February.</p>
<p>9. New Technology Request</p>	<p>Mr. Turner and Mrs. Mahoney-Chavez</p>	

10. Vote on New Member Camille Belden	Mrs. Erbe-Goff	Vote was tabled until February meeting. The Board needs Camille's application.
11. New Business	Open	
12. Set February Meeting Date	Mr. Turner	Meeting set for February 27 th at 5:30pm.
13. Adjournment	Mr. Turner	? motioned to adjourn, ? seconded, motion carried. Meeting adjourned at x:xxpm.