

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

8-26-19

5:00 pm

Directors Present: Carson Bennett, Van Eldredge, Janine Erbe-Goff, Amber Jaramillo, Tamara Rodriguez, Phil Turner

Guests Present: Tania Triolo, Lori Bachman

Directors Absent: Camille Belden

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Mr. Turner	Meeting called to order at 5:01 pm by Mr. Turner.
2. Approval of Agenda	Mr. Turner	T. Rodriguez motioned to approve the agenda. J. Erbe-Goff seconded; motion carried.
3. Approval of Minutes from 7-31-19	Mr. Turner	A. Jaramillo motioned to approve the minutes with change to the golf tournament profit to match the current P&L statement. V. Eldredge seconded; motion carried.

<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> • Nomination and Election of Treasurer • Review Bank Statements from July • Discussion on Action on 7-31-19 Financial Report 	<p>Mr. Turner</p>	<p>P. Turner motioned to nominate and accept Mr. Bennett as Treasurer. J. Erbe-Goff seconded, motion carried. Carson accepted the position.</p> <p>The financial reports were reviewed. T. Rodriguez motioned to approve the treasurer's report. V. Eldredge seconded, motion carried.</p> <p>Mr. Turner will look to see if there are options, through the bank, that would earn more interest than the current checking and savings account.</p> <p>Mr. Turner will work to update the Policies and Procedures to include the requirement for the Treasurer to sign the bank statements. This is required per the insurance.</p>
<p>5. Discuss and Vote on support for Staff Professional Development Meals</p>	<p>Ms. Cisneros</p>	<p>The Foundation believes that this was already discussed and voted on for the fiscal year.</p> <p>Mr. Turner and Ms. Cisneros will review past minutes to look for a previous vote.</p> <p>The board decided to vote again anyway. P. Turner motioned to approve providing up to \$1000 for staff professional development meals for the remainder of the calendar year. V Eldredge seconded, motion carried.</p>
<p>6. Audit</p> <ul style="list-style-type: none"> • Checklist for Treasurer's Monthly Review • Schedule for 2019 	<p>Ms. Erbe-Goff</p>	<p>Ms. Triolo will work with Mr. Bennett to create the monthly checklist.</p>

<p>7. Roof Replacement Update</p>	<p>Ms. Erbe-Goff</p>	<p>May/June of 2020 has been determined to be the timeframe for the roof replacement. As a note, in the future, the foundation will have responsibility for submitting insurance claims related to the structure.</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>The golf tournament committee had a successful 1st meeting. Mr. Erbe-Goff has an action item list that is being worked. In the next month the committee will try to secure the title sponsor, review other location options and finalize location, communicate to past golfers, secure the tournament website, decide on there, and recruit additional committee members.</p> <p>Flyers are in the process of being created. We are always looking for additional sponsors.</p> <p>The goal and budget for the tournament need to be set.</p>
<p>9. Craft Fair Planning</p>	<p>Mr. Bennett</p>	<p>The Craft Fair will be held November 23rd at the Hiland Theatre. It will cost \$300 to rent the venue (a fully refundable security deposit of \$1000 is also required). The cost for a both will be \$50 for outdoor and \$40 for indoor.</p> <p>Ms. Erbe-Goff has already created flyers ready for distribution and posting on websites. Potential vendors are also being contacted.</p>

10. Update on Grant Applications		<p>Mr. Bennett continue to look for opportunities.</p> <p>He will review the APS Education Foundation “Success Award” to determine if we are eligible. The deadline is September 10th.</p> <p>There is also a Wells Fargo Foundation opportunity. Ms. Jaramillo will bring Mr. Bennett and Ms. Bachman up to speed on the opportunity and she also has a POC who can be contacted.</p> <p>The Foundation still needs to get a general email and login for grant application purposes. Mr. Bennett will work with Ms. Cisneros on this.</p>
11. Future Agenda Items	Mr. Turner	<p>Future agenda items:</p> <ul style="list-style-type: none"> • Put current years expenses into a spreadsheet and begin to update and track monthly. Present spreadsheet next month.
12. New Business	Open	<p>Several fund raising/donation opportunities were discussed. Ms. Cisneros will look into Barnes & Noble and Smiths. Mr. Turner will look into Amazon Smile. Mr. Bennett will look into Lowes. Ms. Bachman will remind parents that they can donate to the Foundation through United Way.</p>
13. Set September Meeting Date	Mr. Turner	<p>P. Turner motioned to set next meeting date as September 23rd at 5pm. V. Eldredge seconded, motion carried.</p>
14. Adjournment	Mr. Turner	<p>T. Rodriguez moved to adjourn at 6:21pm. J. Erbe-Goff seconded, motion carried.</p>