

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

02-17-2021

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 Alcala

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1. Call to Order & Introductions	A. Jaramillo	Meeting called to order at 5:02 pm by A. Jaramillo.
2. Approval of Agenda	A. Jaramillo	S. Means motioned to approve the agenda. E. Landon seconded. Motion carried.
3. Approval of Minutes from 01-20-21	A. Jaramillo	E. Landon motioned to approve the minutes. A. Jaramillo seconded. Motion carried.

<p>4. Treasurer's Report</p> <p>Review Bank Statements from January</p> <p>Discussion and Action on 01-30-2021 Financial Report</p>	<p>L. Woods</p>	<p>L. Woods want to compare the profit and loss on the balance sheet from the Nusenda Credit Union statement, she could not go through them properly due to Dropbox issues. L. Wood would check it thoroughly and email it to all.</p> <p>A. Jaramillo asked is it acceptable to share the documents via email to all and get approval before the next meeting, L. Bachman consented to share according to the proxy by law.</p> <p>A. Jaramillo informed the treasure report could not be voted in the meeting and will do it through email before the next meeting. L. Wood accepted the proposal.</p>
<p>5. Audit and bookkeeping processes</p>	<p>A. Jaramillo</p>	<p>L. Woods emphasized that the sale of the property was updated by the Bookkeeper, Barbara. Due to Market status in November 2020 the property values were drastically changed and it showed a depreciation and loss on the property. The loss may be -\$155000 of the income, but it does not affect the foundation in any way. The loss of the property may be the influence of different factors. But it's important to be noted by the bookkeeper in the documents for future reference or for the time of income tax filing.</p> <p>L. Woods informed that all the details were discussed with L. Bachman, A. Jaramillo and N. Cisneros and assured that the foundation does not have any impact.</p>
<p>6. Electing Vice President and Secretary</p>	<p>A. Jaramillo</p>	<p>A. Jaramillo motioned to approve Sarah Means as Vice President to the Coral Foundation for Excellence of Education. L. Woods seconded. Motion carried.</p> <p>A. Jaramillo motioned to approve Yamavathi Kona as a Secretary to the Coral Foundation for Excellence of Education. E. Landon seconded. Motion carried.</p> <p>Welcome!</p>

<p>6. Website and Donation</p>	<p>L. Bachman & A. Jaramillo</p>	<p>C. Wilson mentioned that on the Coral Community school Instagram page will be featuring the foundation, a link would be provided to take user back to the school website. This would be active from next Thursday, Feb 25.</p> <p>A. Jaramillo suggested, displaying some of the foundation members faces on the page would create a nice impression in future posts.</p> <p>C. Wilson informed that short homemade video with a fair time span could be uploaded to the website.</p>
<p>7. Capital Update</p>	<p>L. Bachman</p>	<p>L. Bachman informed that the most significant update is succeeding a solution for the filters and upgrading the filters system in the school.</p> <p>She is working on the insurance form and ready to submit it, which is a very important requirement to be met before going for full hybridization which is 50% of the students. The second step on the list to attain full hybridization is to get on the list of fire marshal inspection. All the preparation are done for the inspection and awaiting inspection to complete.</p> <p>L. Bachman said the painting of the school was done and pictures were on the school Instagram page.</p>
<p>8. Fundraising Plan for 2020-2021</p>	<p>A. Jaramillo</p>	<p>A. Jaramillo said she got a response from some of the members for her email which included the grants she familiar with and some which are in pipeline for future reference. She said will include the other grants suggested by the members to her list. She is working on a spreadsheet to attain constant updating of grants details, grants assigned to, grant status, grants obtained, grant deadline, it includes all the process and tracking regarding grants. She asked for the inputs of members. She said the process thus far is slow, but will be up to date in a couple of weeks.</p> <p>S. Means supported saying she could work with some of the grants as she has a great understanding of the process.</p>

		<p>E. Landon also supported to help with some of the grants.</p> <p>N. Cisneros gave an update regarding the donation received through United Way and Smith's every quarter, if families of the school shop there they automatically send some percentage as a contribution to the school. The contribution from the United way is about \$80 every quarter.</p>
9. Future Agenda Items	A. Jaramillo	L. Woods asked to possibly change of meeting timing and day in considering the flexibility of everyone.
10. New Business	Open	<p>S. Means needed clarity about the "Donate" button. A. Jaramillo explained there is a "Donate Now" button on the foundation page through which parents can donate. There is a plan to conduct a campaign to create awareness about donation, to extend the horizon and include a different section of people as part of donation including prospect supporters, parents, business partners with whom school works with and potential future business partners.</p> <p>S. Means suggested postcards to spread the word about donations.</p> <p>L. Woods asked if a notification could be sent through "Bloomz" as it is the easiest way to send information to the parents. A. Jaramillo appreciated the suggestion and informed these all were under key point to execute.</p>
11. Set March MeetingDate	A. Jaramillo	<p>A. Jaramillo consulted with everyone and came up change of day and time as every month on 3rd Tuesday at 5 pm.</p> <p>A. Jaramillo motioned to approve the next meeting date as March 16th Tuesday at 5.00 pm. E. Landon seconded it. Motion approved.</p>
12. Adjournment	A. Jaramillo	Meeting adjourned at 5:29 pm.

