

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

6-24-19

5:00 pm

Directors Present: Janine Erbe-Goff (phone), Amber Jaramillo (phone), Tamara Rodriguez, Phil Turner

Guests Present: Lori Bachman, Carson Bennett

Directors Absent: Camille Belden, Van Eldredge

Executive Director: Julia Weeks

Agenda Item	Presenter	Notes
1.Call to Order & Introductions	Mr. Turner	Meeting called to order at 5:17 pm by P. Turner.
2. Approval of Agenda	Mr. Turner	A. Jaramillo motioned to approve the agenda. P. Turner seconded; motion carried.
3. Approval of Minutes from 5-21-19	Mr. Turner	P. Turner 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 April & May • Discussion on Action on 5-31-19 Financial Report • Update on Signer for Bank Account 	<p>Mr. Turner</p>	<p>Report was reviewed. T. Rodriguez motioned to accept the treasurer's report. P. Turner seconded; motion carried.</p> <p>P. Turner motioned to increase the CFEE Board's insurance bond coverage, for commercial crime and fidelity, to \$50K in coverage. T. Rodriguez seconded; motion carried.</p> <p>The increase in coverage will result in an increase in insurance cost by \$40 per month.</p> <p>Action item: Ms. Weeks will go back through the last year of bank statements and ensure all are signed.</p>
<p>5. Audit</p> <ul style="list-style-type: none"> • Update on 2018 process • 2018 Action Plan • Schedule for 2019 	<p>Mr. Turner</p>	<p>Ms. Bachman reviewed the 2018 Action Plan. There are a couple of outstanding items: (1) We need to ensure that we have documented the golf tournament income according the fundraising record guidance. (2) We need to ensure all journal entries are signed as reviewed.</p> <p>P. Turner motioned to amend the bylaws "Article 5, Section 1 Officers" to add a sentence that Any officer position can be performed, in an acting role, by any other officer for a period of up to 6 months with board approval. A. Jaramillo seconded; motion carried.</p> <p>P. Turner motioned to be the acting Treasurer for a period of up to 6 months. T. Rodriguez seconded; motion carried.</p> <p>Action Item: Ms. Bachman and Ms. Weeks will meet to develop a checklist for the treasurer.</p>

6. Roof Replacement Update	Mr. Turner	We are still waiting to get a schedule for the roof replacement. Various dates have been proposed.
7. Election of New Members <ul style="list-style-type: none">• Carson Bennett	Mr. Turner	P. Turner motioned to elect Carson Bennett as a new board member. A Jaramillo seconded; motion carried.

<p>8. Annual Election of Officers</p> <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer 	<p>Mr. Turner</p>	<p>J. Erbe-Goff motioned to elect P. Turner as President. T. Rodriguez seconded; motion carried.</p> <p>T. Rodriguez motioned to elect J. Erbe-Goff as Vice President. P. Turner seconded; motion carried.</p> <p>P. Turner motioned to elect T. Rodriguez as Secretary. A. Jaramillo seconded; motion carried.</p> <p>Vote for Treasurer tabled until next meeting. P. Turner is serving as acting Treasurer.</p>
<p>9. Executive Director Position</p> <ul style="list-style-type: none"> • Review Applicants • Vote on Candidate 	<p>Mr. Turner</p>	<p>Ms. Cisneros’s application was reviewed. Separately Mr. Turner, Ms. Bachman, and Ms. Weeks have all met with Ms. Cisneros to review expectations of the position and to validate her interest.</p> <p>P. Turner motioned to vote for Ms. Cisneros as Executive Director beginning with the July meeting. T. Rodriguez seconded; motion carried.</p>
<p>10. Golf Tournament 2019 Update & 2020 Planning</p> <ul style="list-style-type: none"> • Final numbers • 2020 sponsor flyer • 2019 tax exempt letters • 2019 sponsor list 	<p>Open</p>	<p>The numbers will be finalized next week. This item will be out briefed at the next meeting.</p>

<ul style="list-style-type: none"> Monthly action item checklist 		
11. Craft Fair Planning		Location options of the craft fair was discussed. Highland Theatre was brought up as an option and will be explored. November 23 rd 10am-4pm has been proposed as a date and time.
12. Future Agenda Items		Future agenda items: vote for treasurer; funding and grant opportunities.
13. New Business		<p>Mr. Bennett has done research on funding/grant opportunities. There are two opportunities that we may want to consider: Nusenda Community Awards and Southwest Capital Banks Award. Mr. Bennett is looking into the application criteria and deadlines.</p> <p>It was mentioned that having collaborations may increase the opportunities for grants. Robo Rage could be a potential collaboration idea.</p> <p>Action Items:</p> <ul style="list-style-type: none"> Ms. Weeks to provide the current metrics that the school tracks, and also a list of current collaborations. Mr. Bennett will post information about the two funding opportunities into dropbox. Ms. Weeks to confer with Ms. Bachman to see if we can get individual board member Coral entity accounts and also a Board entity account and password that can be used for grant applications.

14. Set July Meeting Date	Mr. Turner	Monday July 15th, 5pm. T. Rodriguez motioned to set next meeting date as noted above. P. Turner seconded, motion carried.
15. Adjournment	Mr. Turner	T. Rodriguez motioned to adjourn at 6:16pm, A. Jaramillo seconded, motion carried.