

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

12-12-17

5:00 pm

Directors Present: Heather Kotula, Phil Turner, Roxanne Rosa, Van Eldredge, Tamara Rodriguez, Janine Goff

Guests Present: Donna Eldredge

Directors Absent: Peg Hurley, Mary Wesolowski

Executive Director: Suzanne Greene

Agenda Item	Presenter	Notes
1.Call to Order	Heather Kotula	Meeting called to order at 5:00 p.m. by Heather Kotula
2. Approval of Agenda	Heather Kotula	Tamara Rodriguez motioned to approve, Roxanne Rosa seconded; motion carried.
3. Approval of Minutes from 11/14/17	Heather Kotula	Roxanne Rosa motioned to approve, Van Eldredge seconded; motion carried.
4. Treasurer's Report; approve cumulative financials	Roxanne Rosa	Tamara Rodriguez motioned to approve, Janine Goff seconded; motion carried.

<p>5. Executive Director Update</p> <ul style="list-style-type: none"> • Grants Update • Financials & Banking Procedures 	<p>Suzanne Greene</p>	<p>Research of grants is in process.</p> <p>Proposed budget was presented. Phil Turner motioned for consideration of the Proposed 2018 Budget which includes an increase of 5 hours per month for the Executive Director. Roxanne Rosa seconded; motion carried. Phil Turner motioned to approve the 2018 Proposed Budget. Tamara Rodriguez seconded; motion carried.</p> <p>Banking procedures: Proposal to add Suzanne Greene and Phil Turner as signatories for checks; Peg Hurley to remain as signer. Tamara Rodriguez motioned to approve additional signatories, Janine Goff seconded; motion carried. Suzanne Greene and Phil Turner will complete new signature cards at NUSENDA Credit Union.</p>
<p>6. Events Update</p> <ul style="list-style-type: none"> • Fall Fundraiser, Craft Fair • 2018 Tournament Webpage/Flyer status/Raffles status 	<p>Janine Goff</p> <p>Heather Kotula</p>	<p>Craft Fair: had 39 vendors, most of whom broke even. Our net revenue was \$1771.34. Janine Goff has ideas for how to improve for next year, including starting vendor registration over the summer.</p> <p>Golf Tournament: Golf website is up and ready for teams to register. Flyers are being updated. Heather Kotula will send out links to webpage and Dropbox.</p>
<p>7. Lease to Purchase Agreement Status</p>	<p>Ms. Eldredge</p>	<p>Some language in the lease purchase agreement has been amended per feedback from PED. Expect to hear within the next 6-8 weeks.</p>
<p>8. Board Officer Elections (December)</p>	<p>Heather Kotula</p>	<p>Board Elections: Heather Kotula announced that she as Vice President, Tamara Rodriguez as Secretary, and Roxanne Rosa as Treasurer were willing to remain in their offices. Janine Goff made a motion to nominate Phil Turner for President, Van Eldredge seconded; motion carried. Tamara Rodriguez motioned to approve the slate by acclamation, Phil Turner seconded; motion carried.</p>

		Slate: President Phil Turner; Vice President Heather Kotula; Treasurer Roxanne Rosa; Secretary Tamara Rodriguez.
9. Set Next Meeting Date	Phil Turner	Next meeting date is Tuesday, January 9, 2018 at 5pm.
10. Adjournment	Phil Turner	Heather Kotula motioned to adjourn, Janine Goff seconded; motion carried. Meeting adjourned at 5:48pm.