

Coral Foundation for Excellence in Education

4401 Silver Ave SE

Albuquerque, NM 87108

MINUTES

11-18-20

5:00 pm

(meeting held via Zoom)

Directors Present: Janine Erbe-Goff, Amber Jaramillo, Leah Woods, Paige Chavez

Guests Present: Lori Bachman, Cristal Wilson, Jessica Alcala, Yamavathi Kona

Directors Absent: Elaine Landon

Executive Director: Nayamin Cisneros

Agenda Item	Presenter	Notes
1. Call to Order & Introductions	Mrs. Erbe-Goff	Meeting called to order at 5:08 pm by J. Erbe-Goff.
2. Approval of Agenda	Mrs. Erbe-Goff	A. Jaramillo motioned to approve the agenda noting the removal of the "vote" on line item 5. Audit and bookkeeping processes. J. Erbe-Goff seconded; motion carried.
3. Approval of Minutes from 10-28-20	Mrs. Erbe-Goff	A. Jaramillo motioned to approve the minutes. J. Erbe-Goff seconded; motion carried.

<p>4. Treasurer's Report</p> <ul style="list-style-type: none"> • Review Bank Statements from October • Discussion and Action on 10-31-20 Financial Report 	<p>Ms. Woods</p>	<p>The Foundation accountant did not provide updated reports for August or September. Once received, L. Woods will update and provide at the December meeting. The most recent months report had a small discrepancy with bank balance, but it was determined that it was for one check cut for three invoices to the same vendor. Issue resolved.</p> <p>A. Jaramillo motioned to approve the Treasurer's report. J. Erbe-Goff seconded. Motion carried.</p>
<p>5. Audit and bookkeeping processes</p>	<p>Ms. Jaramillo</p>	<p>A. Jaramillo informed the Director's and guests that we are still seeking a bookkeeper and that we had a few leads.</p>
<p>6. Website and Donation</p>	<p>Ms. Bachman & Ms. Jaramillo</p>	<p>L. Bachman informed the Director's and guests that a meeting would take place on 11-19-20 with C. Wilson, A. Jaramillo, N. Cisneros and herself to go over ideas for a "Donate Now" option on the website. Updates provided at the next meeting.</p> <p>L. Bachman also mentioned that C. Wilson is looking into marketing ideas for the school and that the Foundation needs to play a role in that. More info to come in the next meeting.</p>
<p>7. Capital Update</p>	<p>Ms. Bachman</p>	<p>L. Bachman informed the Director's and guests that the only update is that the Governance Council approved the details of the lease hold purchase and they are just waiting for the seller to finalize.</p>
<p>8. Fundraising Plan for 2020-2021</p>	<p>Ms. Erbe-Goff</p>	<p>J. Erbe-Goff provided an update on the Golf Tournament for 2021 – we are tentatively holding the Arroyo del Oso course on May 1st should we be able to host in-person events by then.</p> <p>J. Erbe-Goff also expressed the wish to send "thank you" or "happy holidays", handwritten notes to all previous sponsors – with no monetary asks – as a good gesture and way to let them know we are still here and appreciate them.</p>

		We will wait until after the new year to do any kind of asks from sponsors.
9. Future Agenda Items	A. Jaramillo	No future agenda items noted.
10. New Business	Open	We introduced two new parents that have expressed interest in joining the Foundation; Jessica Alcala and Yamavathi Kona. Both were excited to be here and looked forward to being more involved with helping the school and the kids!
11. Set December Meeting Date	Mrs. Erbe-Goff	A. Jaramillo motioned to set a meeting date for Wednesday, December 16th at 5pm. J. Erbe-Goff seconded; motion carried.
12. Adjournment	Mrs. Erbe-Goff	Meeting adjourned at 5:29 pm.