**Corrales International School Foundation**

Special Meeting

Board Members: LaJean McCaig, Maria Pumilia, Tara Armijo Prewett, Melissa Barela

2617 Valencia Drive NE

Albuquerque, NM 87110

January 2, 2017 – 1:00 p.m.

**MINUTES**

1. Call to Order: 9:21am by Maria
2. Roll Call: all in attendance
3. Welcome and Introductions.
4. **Action Proposed** – Adoption of agenda for January 2, 2017 meeting. Casey motions to accept agenda. Maria seconds.
5. **Action Proposed** – Approval of minutes for December 8, 2016 meeting. Maria motions to accept minutes. LaJean seconds.
6. **Discussion**—Introduction of Foundation Candidate
	1. Melissa Barela: Project management, continuous improvement and business analysis. Has the bug for non profit and volunteering. Back at CYFD. Wants to join the board because she is a huge proponent of Charter Schools. Is on AQN Board which which is a working board. Melissa runs the marketing sub committee of AQN.
	2. Tara Armijo Prewett is with us today to help with our forms and history. She is a parent, assistant to HOS, everyday running of the school, PTA, budgets, rules, everything having to do with the school including newsletter, social, website, etc..
7. **Action Proposed**—Vote on Foundation Candidates. Motion to make Melissa Barela a member of the board. Maria seconds. No opposition. APPROVED.
8. Foundation Chair report

**Action proposed**—Vote on co-chair appointment of Melissa Barela. Maria motions. LaJean seconds. No opposition. APPROVED

1. **Foundation Treasurer report**: Maria has appointment in beginning of the year to find out what was wrong with accounting for the audit and how we can change. We may have one or two procedural issues that will carry over to this year. Victor thinks we are doing fine though as the issues were minor. He connected Maria up with someone in his company to help Maria correct our Quickbooks situation. By the end of January, Maria hoping to have all accounting from 2016 up to date make sure everyone received donation receipts, etc…
2. Other Business/Board Member Comment: This is an opportunity for any Foundation board member to make a comment, announcement or suggestion for subsequent agenda items. We need an invoice for the MINI. Casey will get from Cathy. Next meeting we will need to add a action item to assign Melissa as a signature add on and remove Anna. Look into Roberts Rules of Order to run a meeting so we can know the procedures. Look into the NM opens meetings act. How far ahead of a meeting do you need public notification, etc… Melissa needs to be added to Facebook page for parents and CIS Foundation.
3. Public Comment: This is an opportunity for members of the public to address the CIS Foundation Board for up to 5 minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct Foundation business. The CIS Foundation, by law, cannot take action or have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. No public comment.
4. The next regular meeting of the CIS Foundation will be on January 12, 2017at 3:30pm and will take place at Corrales International School, 5500 Wilshire Ave. NE, Albuquerque, NM 87113
5. Adjournment. Maria moves to adjourns meeting at 10:00am. LaJean seconds.