**Meeting:** CIS Foundation Special meeting

**Date/Time: December 5, 2017 at 3:30 pm**

**Location:** Corrales International School 5500 Wilshire NE, Albuquerque, NM 87113

**MEETING AGENDA**

1. Call to Order
2. Roll Call
3. Welcome and Introductions
4. **Action Proposed** – Adoption of agenda for December 5, 2017 meeting.
5. **Action Proposed** – Approval of minutes for November 14, 2017 meeting.
6. **Action Proposed -** Designate a “Registered Agent” for filing purposes with the Secretary of State
7. **Head of School Report:**

i) house response

1. **Chair Report:** 
   1. Seeking new board members
   2. Discuss communication – newsletter 2nd and 4th weeks – opt in option for Foundation emails mail chimp
2. **Discussion**— General Board to dos
   * 1. **What about new fundraising ideas or business reach outs**
        1. Christmas Cookbook fundraiser postponed to later date discuss again 11 recipes submitted
        2. Other fundraising ideas join a school partner / nm pinon coffee after New Year “Food Friday”
     2. Community outreaches ideas for strategy sponsors
3. **Treasurer:**  report or update graphics for fundraising by house
4. Review budget
5. Filings for taxes and audit
6. Other

1. 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.
2. 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.
3. The next regular meeting of the CIS Foundation will take place in January date and location TBD during meeting
4. Adjournment