**Corrales International Foundation General Meeting**

Agenda

11/10/2016

Corrales International School 5500 Wilshire NE Albuquerque, NM

Co-Chairs: LaJean McCaig & Anna Prewitt Treasurer: Maria Pumilia Secretary: Casey Hiester, Melissa Barela, Rebecca Bulgren

**AGENDA**

3:35 pm call to order by Casey, LaJean seconds

Action Item: Accept Agenda 11/10/2016. Maria and casey.

Action Item: Accept Minutes from 10/13/2016. Maria and Casey

Co-Chair report:

Looking for a co-chair: Still looking for a co chair. Rebecca from Orange house would like to join the foundation.

Time & Effort – Thank you. Casey to send LaJean list of who we received donations for from Balloon Breakfast. Sending out thank you’s.

Bank acct signatures? Anna is not here but still is on the accounts for check signing.

GC Meeting: LaJean gave a copy of profit and loss, car raffle . Talked to GC and gave them updates.

Treasurer Report:

Audit follow up: will send Mark and email to give him the updates. Victor has everything he has requested. Just needed the minutes. Maria had to issue a reply to the findings and it was saying how we are going to correct our procedures and implement changes from learned. APS looks at the findings, our response and then they issue their own independent public statement. The findings are not public yet. We can not talk about them.

Vote for QuickBooks consultant fees $100/per hour up to 5 hours. Quickbooks were not sufficient so we need to change. Motion for $500 to go towards consultant. Casey motion for fee to be added. LaJean seconds. All yeah. We will create new procedures to address the audit items and go back and correct what was done wrong. Goal is for a clean audit for 2016. July 1st – June 30th.

Reports:

Car raffle outlook: Yeah! We are in the green! And we have deposits to make.

Funds Received forms/ procedures: Motion to table this discussion until post meeting with QB consultant. Melissa will join the meeting on Monday at 1:30pm.

Campaign Plan:

Updated 1 letter from kids to send out to grandparents and family and friends: changes look good. Amazon Smile added as a reminder only. We will send these out before Thanksgiving.

Giving Tuesday: Not going to happen

Car Raffle:

Last chance for Tickets. Casey to make tickets for Vermette (22) and everyone else is up to date.

Motion to order bracelets for free dress. LaJean will order them via amazon. 1000 per $10 ish. Plan on green for our apple green.

Thank you cards for breakfast donations – sign thank you cards. Casey signed.

Thank you list for newsletter all families who sold tickets. Maria will post a pdf breakdown on the parents facebook page. This way families will be able to reply and get credit for. We can do that next week before we see who sold the most tickets.

Papers for winners: Need a paper signed for 2nd and 3rd place saying that they picked it up and they will receive the money within 7-10 days.

Maria will bring a W2g form

Paypal Swiper info for houses: LaJean created a new form for sign outs and will make minor edits from today.

Budget 2017 proposal: full discussion of budget proposal with edits making as we go. Rebecca will try to look into Grants. Rebeccas husband might be able to help write the foundation of the grant.

Other:

Adjourn: 4:30pm 4:33pm Casey and Maria