**Corrales International Foundation General Meeting**

Agenda

10/13/2016

Corrales International School 5500 Wilshire NE Albuquerque, NM

Co-Chairs: Anna Prewitt & LaJean McCaig Treasurer: Maria Pumilia Secretary: Casey Hiester

**AGENDA**

3:30 pm call to order LaJean-

Action Item: Accept Agenda 10/13/2016 Anna motions to accept agenda Maria 2nds

Action Item: Accept Minutes from 9/8/2016 Anna motions to accept minutes Maria 2nds

Co-Chair report: Anna last official meeting as co-chair

 Audit- not done technical issues #’s we did not have do not know where some of money came from. 2 of 10 docs done and check returned. Maria to call Victor tomorrow regarding payment. No threats. Will this affect our school grade? No. It is a component unit of our audit. If there are any unusual findings this could affect the school. Must not be a point of contention. Mark has not heard anything. Mark will check to see if there is an issue or if we are holding anything up. Foundation has donated to MS show that we are part of the community which might separate us from the actual school audit (We are not sure). Minutes missing from prior to Oct 2015. No official minutes from Kelly Marion.

Missing unknown from last meeting. Good records were not txr to Maria. General Paypal acct. Everything but bricks. From fundraisers. Auctions or straight donation. Dates can help Anna figure out what some of the funds are. Grending acct funds are not balanced. Each transaction is not balancing. Paypal was already cutting off info for 3 yrs. How do we attribute the unbalanced funds from years ago. Needs to Be balanced.

* We are going to trx the $1,575.20 the capital camp. acct as an unknown donation
* Anna proposed to vote to move $1575.20 from unknown to the capital campaign

LaJean and Maria voted in favor

Treasurer Report:

 $250 from gen acct to bricks acct for a donation that was miss applied

 Had to re-imput everything into quick books due to audit.

Campaign Plan:

 Letters from kids change to include “I love my school because….”

Giving Tuesday:

 Probably need to set up a meeting for technology stuff

Fence:

 Tara thinks we should remove and leave the property the way we found it. But, we don’t know when we are moving so we might consider repairing

Car Raffle:

breakdown in treasure report

Casey Meet for car specifics as to what is in inventory and if we are doing 2016 or 2017

Cost: $24700 we are currently short $3600 for costs with prizes

Tix: passed out to new students

Write up a little thing for the newsletter for this weekend

Thank you cards for breakfast donations

 Maria will drop 10 or so thank yous and I will send to the biz that donated for the breakfast

Other:

Anna: 1 set of by laws set cut and paste from a web site. When John Paul drafted and we have a draft. This was approved prior to Anna but these by laws were never handed out.

Acct and finance producers are listed in this set of by laws.

Meet and approve this draft for audit purposes….

Adjourn: 4:30pm