**Corrales International School Foundation**

April 21, 2016 3:30pm

5500 Wilshire Blvd NE

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

**AGENDA**

**3:33PM Call meeting to order –** Casey. LaJean seconds

**Introductions**: n/a

**Accept Agenda**: Maria. Casey accepts

**Accept Minutes from March 17, 2016** LaJean accepts. Maria seconds.

**Co Chair Report**: Anna/LaJean

**Treasurer’s Report**: Maria

**Balances**

1) shutting down old paypal account once Tara has confirmed the [corralesis.org](http://corralesis.org/" \t "_blank) website has been updated with the new button, yay/nay

2) procedures for usage of card reader

    a) will non foundation members be able to request to use it? Need to have foundation paypal password.

    b) if yes, what are the procedures (involves giving out a password, so I need some board guidelines on my procedure here). Lets have a list of approved people and still change the password per event.

Propose a list: Maria, Anna, LaJean, Megan, Tara, Naketta, Joe Marino, Kelly Marino. IF anyone wants to be added we need to vote on it as a board.

3) Publishing to the Houses that we can give them "buttons" to use in their fundraising efforts for websites and facebook. Agree. Maria will mention to houses as an option.

4) unrelated to paypal but needs to be on agenda.  What is my procedures when my "Funds Received Form" does not match my actual funds received?  It happened again, but this time I had MORE money than the form said I was supposed to have.  I'd like us to discuss and agree on what I'm supposed to do if this happens again in the future. Need procedures on what to do in that case. We just need to make a note and initial it. Maria keeps the forms so we will always have proof if need be. If it is off by $50 or more then we should all discuss as a board and decided what to do. Go ahead and deposit but we should be aware of it when it is happened.

a) deposit anyway and notify the board immediately OR at next Board meeting (which)?

b) hold deposit and gain clarification before depositing?

c) other ideas for confirming the information?

5) Red House funds for Father Daughter Dance – good to go with funds

**Dr. Diaz report Head of School**: N/A

**Reports from houses: N/A**

**Discussion Car Raffle: Casey**

Maria doing Earth Day at La Montanita

John Perea sold over 1000. Hoping for lots more.

What can we do incentivize: offer things up!

Make an announcement at movie night. Maria

Email from Elsy: Casey will prompt. Maria will make the graphics to add to it. Where we are, where we need to be.

Direct link in paypal and backpack express every day.

Facebook post: Casey will post after Elsy sends the direct email.

Insentives – who are the top 3 kids who have sold tickets – who is going to win the hotel cascada party

Lajean to ask Tara if we can offer no uniform days to the top 3 for now.

**Other:**

4:10 adjourn meeting