Corrales International School Foundation Board Meeting

**Agenda**

9/8/2016

Corrales International School 5500 Wilshire NE

Co-Chairs: Anna Prewitt &LaJeanMcCaig Treasurer: Maria Pumilia Secretary: Casey Hiester,

**AGENDA**

3:35PM Anna call to order. LaJean second.

Action Item: Anna motion to accept agenda. LaJean second.

Action Item: Accept Minutes from August18th and 23rd. Anna motion. Casey second.

**Co Chair report**:

Anna spoke with Jason Chaffins. They might be interested in doing a co – co chair. Refocusing our focus and our message and being a bit vague in the exact message.Raising $ for the building fund with being vague on what it is for.

**Vote on SW Vinyl Fencing** to repair the white fence. They did walk through to see how much the fix will be. Not ready to fix at this time.

We need to talk to the owner to see if they even want the fencing up if/when we leave or if we will be needing to take it down.

**Review the Foundation audit contract**

Vote to add line item to budget for cost of audit $2500 annually. Mark thinks the cost is good and fair. We will need to do this every year. **Anna motion to add a line item to our budget for $2500 for our annual audit.**

**Casey seconds. All Yea.**

Mark – ask him if we have to pay gross receipts tax on this.

Anna and LaJean will sign once we hear back regarding the gross receipts.

**Treasurer Report:**

 Account balances: review balances and history. No questions.

 Car Raffle #’s. Can we add the line item for the cost of the car so we know how much we should be. Maria won’t be able to go to MINI and talk about this .**Casey will take over and talk to Cathy and Eryn**. We are a 501c3 company so they can have a tax write off for the car just for handing over the keys.

Can we do a house graphic to put on facebook? Maria will send to Tara to put in the newsletter so people know where we are with house.

**Audit:**

Maria needs to go through all the excel documents and input into quickbooks. Maria will meet with a consultant to help out for free. She may need some $$ to pay her to help. Mark thinks they will want all of this before this month is over.

**Fundraising/Campaign Plan**

#givingTuesday Nov 29th. LaJean looking into a nice letter to help with the giving campaign. We can make flyers to give out the kids.

Discussion**Car Raffle**– where do you think we are and what more needs to be done. Asking kids for unused tickets back. Focused effort on those who have not sold – sending another pack out to those kids.

Events coming up- Chick-Fil-a on Paseo Friday Sept 30th. We get 15% of proceeds.

Balloon Breakfast Oct 5th: Need to make actual invitations to send to them.

LaJean – taco cabano, satellite

Casey – flying star, Panera, Einsteins, Sprouts

Anna will write up invitation and Casey will order the invites through vista print

**TO Do:**

**LaJean: write up giving campaign**

**Casey talk to MINI re: cost of car**

**Anna: write up balloon breakfast invites**

**Casey: order balloon breakfast invites 100 invites**

**Casey: get donations from Einsteins and Paseo Flying Star**

**LaJean: get donations from Taco Cabana and Satellite**

**Maria: audit auditauditauditaudit**

4:30pm Adjourn