Corrales International School Foundation

Minutes for meeting of November 12, 2015

Attendees: LaJean McCaig, John, Raj, Anna, Casey, Carl

Call Meeting to Order: 5:35pm

Action Item: Accept agenda: Raj/John

**Amend** last months’ minutes: Each house was given $500 for fundraising costs pending approval of fundraiser by school and foundation board. Amend approved.

**Co Chair report:** Need to think about how we are going to integrate the house treasury system and amend our bilaws to reflect that. Need to make head of house / treasurer guidelines for how to keep money.

What can we reimburse or not reimburse for –

**Treasurers report:**

Last time $35,700

Now **$ 38,501.58** includes: Paypal $1231 plus bricks $1575 plus bank $148.46 plus $846 from donations

Yellow: $218

Orange: $407

Blue: $541

Green: $165

Red: $0

Purple: $0

Accountants: LaJean talked with a few accountants to get costs. Jon Bell is Carls accountant and suggests them. We need to IRA, Local and other filings. Most will do a free consultation and see what needs to be done. Casey to send LaJean Jon Bell’s info.

Raj added a new line item in our budget for $500 per house.

New line item of $600 for installation of the bricks.

Accepting nominees for Treasurer and Co Chair.

Maria Pumillia as Treasurer.

LaJean McCaig as Co Chair.

We accept Raj resignation as treasurer. Date TBD.

John will be terminating his term in December.

Green house update: not doing parent night out. Only one fundraising for valentine day thing. What are blue houses’ plans to coordinate time.

Blue house update: calendar and raffle. Valentines Day Dance and valentine grams.

We agree to recuse ourselves as board members and spouses from raffles more than $500.

Orange house: no fundraisers coming just food drive

Purple house: purple house doing family fun run in april or march

Red house: daddy/daughter dance in april or march. RuMe bag sales and bumper stickers for International day sales.

Yellow: no update

Brick payment system: over the past year in a half, the checks have been deposited that were not matched specifically to bricks. We need to pay the amount in question and develop a system of tracking. Motion to order all bricks and reconcile later. Accepted.

Donor recognition and thank you cards: We have a template for thank you cards and can be printed for $160 or so if we order by tomorrow. In administrative funds, use that for the cards. Casey will order thank you cards and be reimbursed by CIS.

Need to get the list of plaques for donors of large donations. Just affix them to the desk. Talk to Elsy about where we would want the plaques.

Need to recruit a committee chair for donor recognition. John is offering up a donor recognition dinner at Pereas. John will think about timing.

Car raffle: Casey will send out rules and template for tickets to the group. Need to figure out foundation website. Will use that website for car raffle as well. All agree on using raffle system online for the entire thing.

Need to come up with a list of events that houses can use for fundraising

Nob Hill Shop and Stroll

Need to come up with a list and contact the events dept to make sure we can park the car and sell tickets. Costco – ask them.

Need to make a banner with info on it.

Budget: need to do budget without spreadsheet. What are expenses, income, etc.. Ask Maria if she uses quickbooks.

Young Americans offered to do a concert next year. She will come from Dec board meeting to discuss.

Next meeting. 12/8 at 4pm.

Adjourn 6:54pm