December 8, 2015

Call meeting to order 2:40pm

Accept minutes. Need to write down who votes and seconds on money items.

Accept agenda for today.

Treasurers’ Report – Maria

* 11/19 – 12/04
* Money in $3110.50
* Money out $1086.13
* Soon we will be able to see exactly what was in and out per transaction.
* Bricks R US needs our paypal money to pay them for the bricks.
* Working on changing the paypal to be out of Carls email and to the treasurers email.
* Question on United Way – folks wondering if there money is being taken out
* Elsy, Tara are doners through the school. How do we know who is donating? Are we getting their money as they have not seen anything. Maybe it is not getting to us from United Way? Need to check with United Way.
* Budget:
* Add line item for capital campaign $300 for mailings 2016
* Budget is solely from spreadsheets, not reconciled yet
* Add a line item as tax payments
* Add administrative to budget for stamps, fees, etc…
* Budget needs to be posted 48 hours in advance of meetings along with the agenda
* Need to post a copy of the proposed budget by Monday night before our next meeting
* Propose funds for grant writing/template
  + Check out the Daniels Fund

Should we be spending money on seeing if we can get another extension on our 2017 deadline? Look into bonds, grants, borrowing more of the money and not putting as much of a down payment down. Put on the agenda for next time – legislative options for the future

LaJean has a list of possible grants, such as EE Ford.

[Foundation@corralesis.org](mailto:Foundation@corralesis.org) foundation2017

Tax records are not fully filed and will prohibit us from ntcc number. Once we are current, we can apply for the ntcc. Maria will file that report with zero income. Needs $5 for that.

Make sure we check brick orders for any religious messages, offensive messages, etc.

Add agenda item for review of bricks messaging and monthly bricks update

Brick for outgoing board? Table for next month.

Signers for Bank Account

Need to add LaJean McCaig to the account for her to be able to be a signer for checks.

LaJean will go back today with the signed updates.

Maria needs reimbursements signed

Head of School Report – N/A

Thank You Cards – Anna sent emails to donars over the summer thanking them for their donations along with tax information. We need to get people tax information for the amount donated. Especially for United Way. We will do thank you notes for now and figure out the receipts later.

Car Raffle:

Look at tickets

Going to send out with each student

LaJean and Anna will make 10 tix per student and try to hand out by Friday

Need to make a box for ticket turn in

For banner

CIS Logo, Car Picture, Raffle info, First prize, 2nd prize, 3rd prize, Ticket prices

Website, All proceeds to go CIS Foundation

Drop your tickets here

If you need more tickets, see Tara (in envelopes of 10)

Banner in 4’

Poster board for lobby 24’x36’

Bilaws: need to change to co chairs instead of president and vice president, add house system, how we handle money, what would happen if our school is to fold

Motion to end meeting: End 4:28pm

Next meeting 12/17 at 3:30pm