



## Meeting Minutes

**Date:** January 12, 2021 6pm, Zoom Meeting

**Attendees:** President Colleen Kleege, VP & Corresponding Secretary Katie Simas, Outgoing Treasurer Mary Jane Smith, Incoming Treasurer Heidi Fifield, Secretary Amy Lowry, Communications Heidi Fulton, Parliamentarian Jason Payne, Student Events Christine Groves, Website Chris Herndon, Chris Daudet  
*Absent: Grants Paula Cunningham*

**Call to Order:** 6:08pm

**Meeting Minutes** for 12/8/2020 (distributed by email) Heidi Fulton made a **Motion** to approve and Colleen seconded. *All approved.*

**Principal Report-** (Heidi Fulton)- CHS undergoing 2 large district audits, please be patient.

### **Foundation Reports**

**Treasurer:** (Treasurer Report Balance Sheet and Check Register 2020-2021 distributed via email)

- Financial Report: Bank Balance \$66,754.15 and matches bank statement. Foundation general fund \$14,521.47.
- Four new check requests for: 1) Theater; \$1097.99 to Nicole Cantalupo- reimbursements and fees for January., 2) \$500 to Reiko Huffman for January Theater Tech. 3) Katie Simas \$645.96 reimbursement for stickers and magnets 4) State Farm \$500 insurance due in March. Mary Jane made a **Motion** to approve 3 checks and hold Reiko Huffman check until Jason talks to Theater group about expenses moving forward then Reiko check approval will be voted by email. Colleen seconded. *All approved.*
- Jersey Mike's check for December fundraiser received.
- Welcome Heidi Fifield as new Treasurer. Transition proceeding between Mary Jane and Heidi Fifield.
- Heidi Fifield and Amy have appointment at Chase Bank on Friday to update signature card to be added to the account. Once Mary Jane is removed from signature card, she cannot do anything else. Will still mail W-9 form Katie is providing.
- Store older Treasurer documents in Foundation storage on campus. Heidi Fulton to text Heidi Fifield if items arrive in the CHS office for Treasurer.
- Heidi Fifield moving forward will scan and keep/file documents online.

### **Fundraising:**

- Chieftain Pledge- (Katie) \$300, \$20 and \$50 donations have been received and thank yous are on their way.
- Stickers/magnets (Katie) Katie kept a stack and delivered the rest to Heidi Fulton.

- Family Dinner Nights- (Christine) No response from Mystic Grill. To meet with Colleen and Fast Times to plan dine-for-dollars night.
- Purpose of fundraising during Covid lock-down discussed. Reasons- 1) to keep community alive and connected 2) raise money for future support of CHS students as schools will reopen and additional needs may be a result.
- Office Depot (Katie)- **add to eBlast** that if you use CHS code 70013832, CHS receives 5%.
- Amazon Smile- Christine to contact Amazon to change PTSA designation to CHS Foundation. **Add to eBlast** Amazon Smile information, users may need to change their own designation.
- Discussion of external fundraising partnerships, Colleen to reply with refusal. (exercise and dine-for-dollars)

#### **Communications:**

- \$5400 in gift cards were donated to support CHS students/families in need. Foundation's funds went to purchase Vons gift cards (per check register). Heidi shared touching and funny stories of delivering gifts to families. Thank you to everyone!

#### **Website:**

- Suggested changes for Chris- add address/phone/web address to contact us page.

#### **Community Events:**

- Deck The House (Amy/Chris) – Winners announced, prizes delivered, no new funds were spent on prizes, used existing items. Winner was a current CHS family, photo posted and eblasted. Winners and participants said they look forward to next year.
- Clairemont Town Square Tree (Christine). Will contact property mgt about the return of the tree ornaments for storage at CHS.

#### **Student Events:**

- College Bound Trip (Christine)- planning on hold until February due to Covid-19.

#### **New Business:**

#### **Senior Class Recognition / Events- 217 Senior students**

- **Senior Prom-** (Colleen and Heidi Fulton) parent run, outdoor event in June
- **Graduation -** (Heidi Fulton) 2 separate plans in the works; traditional graduation and non-traditional. Both being planned with majority of effort on non-traditional (i.e. drive thru event). Want community and Foundation support to make it bigger than last year.
- **Senior Yard Signs-** after discussion, Jason made a **Motion** to purchase Senior yard signs. Amy seconded. All approved. Heidi to get a bid from last year's vendor, proceed with art and try to get them before Valentine's Day for "show the love to our Seniors" drive through distribution. Previous quote \$2200 for 200 signs.
- **Senior Events-** think about a college signing "event" as has been done in the past celebrating students committing to colleges.
- **Senior Goodie Bags-** discussed and will be targeted towards graduation. (Christine & Katie looking for ideas) Est budget \$650 based on last year.
- Senior athletes getting signs hung on the baseball field fence. ASB working on mugs

- **Senior Parent Committee-** (Christine) Facilitate the creation of a parent-run committee of Senior parents to plan ways to honor Seniors. Zoom call Jan 21 6:30pm. Ok to **add to eblast**.

### **CHS Foundation Scholarships**

- Handled with transparency, no Board members with Seniors on committee including collecting, distributing, reading or voting.
- **Prompts-** Moving forward with 2 prompts. The recurring one and creation of new prompt. New prompt to be fine tuned but relevant to the times, i.e. Distance learning, Covid 19.
- **Proposed plan for scholarship essays-**
  - Prompt announced and emailed to Seniors just before Spring Break
  - Responses by email to [ClairemonthSF@gmail.com](mailto:ClairemonthSF@gmail.com)
  - Jason will be responsible for collecting, removing names and getting them to committee.
  - Committee to read and rank the essays. No senior parents. Approach teachers to join.
  - Criteria / rubric needed for readers
  - Past and future scholarship info is on the website under Events

**Scholarships for CHS athletes for AAU fees-** Colleen to contact Alfie to determine the need and possibly offer \$250 towards the AAU \$15 fee students are required to pay in order to be on campus to condition with the 3 approved sports (Football, Cross Country, and Field Hockey). If need exists, vote by email among the CHSF Board.

**Future CHS Foundation Board-** (Colleen) planning needs to begin for a new board to take over in June including a new President. **Add to Eblast** asking for nominations. Voting in May. Refer to Bylaws.

**CHS Foundation Banner-** (Colleen) Locate and use at events including yard sign distribution. Table cloths exist too.

**Foundation Positions Available:** Auditor

**Meeting Adjourned: 8:21pm**

**Next Meeting Dates** 2/9, 3/9, 4/13, 5/11, 6/8

**Upcoming Events:** January 21 6:30pm zoom meeting for Senior parents

**Addendum:** Immediately following the meeting, Jason received an email response from Nicole regarding Reiko and Theater expenditures for the rest of the year and forwarded it to the Board. Jason made **Motion** to pay Reiko, Heidi Fifield seconded. *All approved via email.*

**Addendum:** Immediately following the meeting, Heidi Fulton received email response from yard sign vendor Yanira Hernandez confirming low price and speedy delivery. Suggested ordering 175 signs based on current student numbers and status. Motion to order signs passed at the meeting.

Minutes submitted by Amy Lowry, Secretary