



Meeting Minutes

Date: February 9, 2021 6pm, Zoom Meeting

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

Call to Order: 6:09pm

Meeting Minutes for 1/12/2020 (distributed by email) Jason made a **Motion** to approve and Katie seconded. *All approved.*

Foundation Reports

Treasurer: Heidi Fifield (3 docs: Treasurer Report Balance Sheet and Check Register 2020-2021 and Paypal deposits distributed via email)

- Financial Report: Bank Balance \$63,877.13, GL balance \$62,052.13. Foundation general fund \$11,317.44.
- Heidi has added more info to Treasurer Report: Deposits/Checks not posted yet, Foundation Check Register Balance detail, Balance Sheet/Club Changes, Chase Bank Balance and account activity, check register detail and club changes detail, and Change details
- Heidi asked for approval to order checks from Costco. She also suggested paying with the Foundation Debit Card. Colleen made a **Motion** for Heidi to purchase the checks using the Debit Card, Mary Jane seconded. *All approved.*
- Heidi asked for approval to change the bank statement date to earlier in the month to allow more time before the meetings to prepare the reports. Katie made a **Motion** to approve the date change. Colleen seconded. *All approved.*
- Two checks for Theater are ready to issue pending school approval. #1396 to Reiko Huffman and #1397 to Nicole Cantalupo. Jason made a **Motion** to approve the 2 checks pending school approval. Amy seconded. *All approved.*
- Heidi received an email from "Colleen" asking to wire transfer funds for Theater. Heidi caught the scam, verified it with Board members and reported it to the FTC. Personal emails have been removed from Foundation website, secretary to check Foundation email regularly.

Fundraising:

- Chieftain Pledge- (Katie) Two \$100 donations via Paypal have been received and thank yous are on their way. One to the Foundation account. The second was for Football/Sports so a line item to be added labeled Athletic Director and Mary Jane to notify Alfie of the funds in addition to the available \$250 grant for athletes to cover AAU fees for sports.
- Family Dinner Nights- Amy to set up February Panda Express, Katie to set up March with possibly Luna Grill.

New Business:

- Brainstorming future events to engage the community.
- Spring Fling planning put on indefinite Covid-19 hold. Alternatives do not seem probable.
- Spring Sports Camp- Not a Foundation event but school used us to collect donations, we provided food and insurance.

Old Business:

- **Senior Yard Signs-** February 11 distribution. 12-4pm. Amy has candy and decorations for tables. School will set up canopy and tables. Katie has red table cloths.
- **Senior Goodie Bags-** Christine & Katie Gathering ideas. Est budget \$650 based on last year.

Meeting Adjourned: 7:42pm

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

Upcoming Events: February 11, Senior yard signs distribution, February 25, Panda Express fundraiser

Addendum

Following the meeting, Amy was able to confirm a Panda Express fundraiser for February through their website and confirmation received via email. Start promoting.

Date: February 25, 2021

Time: 10:00 AM to 09:30 PM

Organization: Clairemont High School Foundation
4150 Ute Drive attn CHS Foundation, San Diego, CA, 92117

Location: Store# 3338
5407 Balboa Ave Suite 460
8587799288

Minutes submitted by Amy Lowry, Secretary