

Clairemont High School Foundation

Board Meeting

June 6, 2023, 6:30 p.m.

Location: CHS Room 203

JUNE MINUTES

Attendees: Amy Lowry, President; Malissa McGee, Treasurer; Chris Herndon, Communications; Sandy Landerer, Activities; Colleen Kleege, Past President and Hospitality; Alejandra Castenada, Student Events and Senior Scholarships; Jim Fletcher, Social Studies teacher; Melissa Matsumoto, prospective 2023-2024 Board member; Crystal Trull, prospective 2023-2034 Board Member; and Kelly Hallett, Secretary.

Absent: Tiffany Rapp, Fundraising and Events; Heidi Fulton, CHS Liaison; Reuben Hoffman, Associate Principal; Paula Cunningham, Grants and Scholarships; and Courtney Browne, Grad Night Coordinator.

Call to Order: 6:36 p.m.

Welcome Opening and Introductions. Thank you, Sandy, for the snacks! We welcomed a guest and prospective 2023-2024 Board Member, Crystal Trull. Introductions around the table were made. Mr. Fletcher presented two Grant Requests. The first grant request was in the amount of \$250 and would benefit The Museum of the American Presidency (located in the CHS Library and other classrooms). Mr. Fletcher will be teaching a five-week Government Economics summer course at CHS to 72 rising senior students (District wide). There will be two classes, each with 36 kids, held M-F, and 2.5 hours per day. Mr. Fletcher plans to purchase supplies to be used by the students to help build frames and cases to preserve several pieces from The Museum of the American Presidency. After discussion, Amy made a **MOTION** to approve the \$250 grant request, Sandy seconded and all present approved. Mr. Fletcher presented a second grant request for \$250 that would benefit the gardens located on either side of the cafeteria. Needed supplies will be purchased and the ground amended and prepared for planting this fall. The summer four-week garden project will be overseen by District master gardener, Chris Burrows. After discussion, Amy made a **MOTION** to approve the \$250 grant request, Alejandra seconded and all present approved.

Meeting Minutes. May 16, 2023, Meeting Minutes were emailed to the Board on June 6, 2023. Chris made a **MOTION** to approve, Amy seconded and all present approved.

Presidents Report. Amy reported that Ms. Diggs will no longer be the ASB Advisor and the position will transfer to Mr. Senteno next school year. We thanked Ms. Diggs for all she did for ASB in such a short amount of time. Amy is working with Ms. Diggs to create a survey to send to the students about how they would like to be supported by the Foundation, what they think is lacking, how campus can be improved, etc. A QR Code will be created and sent out soon to access the survey. Foundation would like to hear from Juniors specifically about Grad Night preferences. Need to know before end of August 2023 when Grad Night venue reservations need to be made. Amy has created a Grad Night reference binder based on this year's Grad Night experience and wants two 2023-2024 Grad Night Chairpersons as soon as possible to take the reins. We discussed creating Academy Student Representative positions who would attend Foundation Board meetings for better student/foundation collaboration. WAHUPA requested a copy of proof of

Foundation Insurance for College Bound trip – Malissa will provide. Malissa, Amy, and Chris met to create a new page on the Foundation website that will show sports/clubs account balances, contact information and who can pull from each account. Coaches can check available balances, etc. Amy would like to amend the Bylaws so that CHS Foundation Board of Directors elections are held in May and not June. This topic will be brought up at the August 2023 Board meeting.

2023-2024 CHS Foundation Elections. Board of Directors Positions and Descriptions document was distributed. Further discussions and final elections to be held at meeting to be scheduled before July 1, 2023. Tentative Elections made for the 2023-2024 CHS Foundation Board of Directors are as follows:

Executive Officers:

President: Amy Lowry

Vice President:

Treasurer: Malissa McGee

Secretary: Crystal Trull

Directors:

Director of Communications and Marketing: Alejandra Castenada

Director of Activities:

Director of Fundraising: Melissa Matsumoto

Director of Hospitality: Colleen Kleege

Director of Website & Tech: Interim, Chris Herndon

CHS Principal:

Legacy Members: Colleen Kleege, Chris Herndon, Kelly Hallett

At Large Member(s): Tiffany Rapp, Paula Cunningham, Melissa Matsumoto, Jasmine, Sandy Landerer

CHS Staff Liaison: Heidi Fulton

Chairperson(s):

Treasurer Report. Malissa distributed the Treasurer Report. Total account balance is \$110,949.32 (includes Foundation balance of \$39,228.67). Spring Fling had \$14,727.21 income and \$8,638.18 paid out (basket proceeds paid to clubs included), with total Foundation income of \$6,089.03. Line item of \$40 under Knightship will be transferred to the general fund. Check requests approved:

- Check 1596 - \$280 to Clairemont Chiefs Baseball for Spring Fling basket.
- Check 1597 – \$228.22 to Clairemont Chiefs Baseball to clear account with Foundation.
- Checks 1598 to 1603 VOID
- Check 1604 – \$1,630 to Clairemont Chiefs Basketball for Spring Fling basket.
- Check 1605 - \$1,037.25 to Clairemont Chiefs Basketball to clear account with Foundation.
- Check 1606 - \$95.12 to Amy Lowry for Volunteer Appreciation reimbursement.
- Check 1607 – \$174.56 to Lori Schmersal for Unified Champions reimbursement.
- Check 1608 - \$303 to Jim Fletcher for Presidents Museum reimbursement.
- Check 1609 - \$250 to Patricia Samora for Foundation Grant.
- Check 1611 - \$139.37 to Patricia Samora for Launch Lunch – new Academy of Digital Media.
- Check 1612 - \$241.82 to Louis De La Vega for Track and Field reimbursement.
- Check 1613 for \$1,576.42 to Colleen Kleege for Hospitality expenses for 2022-2023 school year.

Different Book of Checks:

- Check 1698 - \$133.60 to Paula Cunningham for Spring Fling basket supplies/Donation Mailing.
- Check 1699 - \$190 to Chieftains Football Booster for Football Spring Fling Basket

Malissa reported receiving a letter from the IRS reinstating the Foundation's non-profit status. The guest parent, Crystal Trull, offered to look at IRS public website and determined the IRS did in fact have receipt of the 2019 Federal Tax Returns. Malissa will contact the IRS to try to recoup the \$600 filing fee recently paid and will report her efforts at our next meeting.

Student Events and Senior Scholarships. Alejandra reported that four \$500 scholarships were granted to seniors and will be paid to the college they noted on their essay. She shared the rubric she created to help readers score each essay – was story compelling, etc.

Hospitality. Colleen submitted receipts for expenses incurred throughout the school year. The total was \$1,576. She may request an increase in the Hospitality budget for the 2023-2024 school year. Breakfast casseroles and fruit salad will be served to all staff and teachers tomorrow. Colleen thanked all for their help chopping and mixing!

Communications Report. Chris Herndon created a push feature on the website so secretary can upload Minutes and Amy can upload Agenda. More to come! Chris updated the sports' pages with what each team received in fundraising for 2022-2023 academic year. Chris is making a Pay Pal button for Mr. Fletcher's museum of presidency website. Foundation agreed to support the museum with a *donate now* button and funds will be held by foundation. Once the museum website is complete, Chris will add the updated museum link to the Foundation's website.

New Business:

- Annual Grant to senior class (\$100 donation for grad, apply to senior breakfast?) - tabled.
- CTCF Utility Box project grant update.
- New banners for Foundation.

Adjourn Meeting: 9:20 p.m.

Meeting Minutes submitted by Kelly Hallett