



DRAFT

Foundation Meeting Minutes
June 7, 2022, 6:30 pm
The Paynes, 4843 Mount Longs Dr. 92117

Attendees: Pres- Jason Payne, Treasurer- Malissa McGee, Secretary- Amy Lowry, Communications Chris Herndon, Hospitality Sandy Landerer, Student Events- Alejandra Castenada. VP Paula Cunningham, Past Pres- Colleen Kleege, Micki Payne. *Absent- Fundraising Tiffany Rapp, Staff Liaison Heidi Fulton.*

Call to Order: 6:41pm

Meeting Minutes for 5/10/2022: Chris made a **Motion** to approve and Alejandra seconded. *All approved.*

Treasurer reports:

- Financial Report: Bank Balance as of May \$95,303. Foundation general fund \$19,949.
- Reminder that bank statements are usually published on the 9th, after our meeting.
- The 4 Scholarship winners' college info will be passed on to Malissa for writing the scholarship checks. 3 SDSU, 1 UCSB.
- Jason reports that there were many checks written last month, check Treas report.

Old Business:

Mr Williams updated the calendars of events on google drive and the school is working on all of their dates for next school year. Useful for our planning, get our confirmed dates on their calendar.

Yearly events:

https://docs.google.com/document/d/1NPGpDog-Wnk3UAWvR2QZ5CfVnRCWWOC_vOfYv7O5YnM/edit

Draft 2022-2023 calendar:

<https://docs.google.com/document/d/1SVokHnTqQDZlauxrbeSZANLIRtF7KcOxCoCvpuysGIY/edit>

Grant/Sponsorship/Payment Authorization Requests:

- Payment request- Girls Field Hockey for white uniform tops \$1,169.54. *Approved to pay vendor*
- Payment request- Girls Beach Volleyball for uniforms \$1,123.21. *Approved to pay vendor*
- Grant request- \$250 for a baseball field flag pole requested by parent Mark Christensen. Discussion. Jason made **Motion** to approve with Foundation money, Alejandra seconded. *Majority approved.* Note for future- look into money from school/athletics/district for this kind of capital improvement.
- New request- Theater- payment of Ann Torgerson, theater director \$7,188. Discussion. *Not approved.* **Action Item-** Jason to follow up..

New / Ongoing Business:

Spring Fling: [Spring Fling Folder](#) in CHSfoundation drive. Final summary/financials pending. Suggested dates for next year May 6, 2023 or May 13.

Senior / grad night: California Adventure Jun 17 (Friday). 130 students, 8 chaperones. Micki has tickets and has been collecting / tracking contracts. Micki and Jason will be there on morning of to help coordinate, hand out tickets. Bus loading 7:30 to 8:00 AM. Return 4:30-5:00 AM, CHS bus loading zone (Sun Diego Charters).

Foundation Scholarships: 4 winners announced at Senior Awards Ceremony. Marissa Jackson, Amelia Rowe, Giezi Torres, Heide Brito. Thank you to Alejandra, Heidi, Chris and Mr. Ramirez.

Election: Jason made **Nomination** for Amy Lowry to be 22/23 CHS Foundation President, Alejandra seconded. Amy accepted. *All approved.* Thank you to Jason for serving as President this year and all the time and energy he dedicated to Foundation.

Graduation: June 14, 5pm in the stadium.

Other new business – hear from board members.

Paula has proposed a “fall bash” for September (back to school) and will type up an event proposal with all the details.

Chris created a document listing of all the positions and the jobs/tasks currently associated with them. Amy asked for everyone to think about their role, what they want to contribute next year now that this board has served for a year. We now need a new Secretary. This summer will have a “retreat” to plan for next year.

SWAG- Chris asked for an end-of-year letter from Jason for SWAG. Advertise for new Secretary and volunteers interested in helping next year.

Meeting adjourned: 8:03pm

Next Meeting Dates: Second Tuesday of the month. July 12 Location TBD.
July retreat TBD.

Addendum: 6/9/22

- Sponsorship request- Girls and Boys Tennis. Requesting paypal button(s), will do an ask campaign over summer. *All approved via email.* **Action item-** Chris to set up button(s) and page(s).
- Payment request: Softball. Banquet expenses \$840.25 payable to Coach Lori Schmerchal. *All approved via email.*
- Payment request: Special Olympics. Expenses for Unified Champions \$2085.49 payable to Lori Schmerchal. *All approved via email.*

Addendum: 6/14/22

- Sponsorship request- Band, Theatre, Art clubs want to sell tickets and concessions at VAPA night, and do not require a page/button. *Approved by email.*
- Payment request- Band requesting reimbursement for vapa night snacks and awards. \$72.98 payable to Jennifer Dossett. *Approved via email.*
- Sponsorship request- Class of 2024 wants a page and button for ongoing fundraising for their Prom. *Pending Principal signature, approved via email.* **Action item-** Chris to set up a button and page.

Addendum: 6/22/22 Jason made a **Motion** to approve these requests, Amy seconded. *Approved by email.*

- Payment request- Calamity Crew \$500 end of year staff party reimbursement payable to Heidi Fulton.
- Payment request- Lori Schmercal- \$772.83, combined on one form and requests one reimbursement check combined for the following from their separate accounts: Softball- \$261.42 banquet/stereo, Unified Champions \$322.85, Pickleball- \$188.56 stencil

Addendum: 6/27/22

- Revised payment request- Theater- payment stipend to Ann Torgerson, theater director \$5,000 for 2021-2022 school year. Discussion by email between Jason/Ethan. *Revised amount approved for payment pending Ethan's confirmation via email.*
- New Sponsorship request- CHS Veteran's Memorial Garden improvements (Class of '64 and '65) Karl Castillo and Steve Lyons. Requesting fundraising page and PayPal button. Approved by CHS admin, **Action Item-** Chris to follow up while Jason and Amy are away on summer vacation and post the page when appropriate.
- Class of 2024 Sponsorship approved by Ethan.
- Amy made a **Motion** to move the monthly Board meetings to the 3rd Tuesday of the month to allow the Treasurer time to prepare reports once bank statements are posted. Motion includes updating the Bylaws (at a future date this summer) and the website.
- When referring people to the Foundation, please direct them to the website and/or email clairemonthsf@gmail.com Please avoid giving out board members' personal email addresses or phone numbers so we can keep the communications centralized.

Meeting minutes submitted by Amy Lowry, Secretary