



Meeting Minutes

Date: July 20, 2021, Payne residence, 6pm

Attendees: Pres Jason Payne, VP Paula Cunningham, Secretary Amy Lowry, Communications Chris Herndon, Staff Liaison Heidi Fulton, Past Pres Colleen Kleege, Sandy Landerer, Tiffany Rapp, Micki Payne. *Absent Treasurer Heidi Fifield*

Call to Order: 6:20pm

Meeting Minutes for 6/8/2021: Jason made a Motion to approve and Sandy seconded. *All approved.(or approved with following changes)*

Meeting Minutes for May taken by Christine Groves still not submitted for review/approval.

Foundation Reports

Treasurer: (absent) Reports not available

Financial Report: Bank Balance \$_____ Foundation general fund \$ _____

Action item: Jason to meet with Heidi Fifield to get checks written for our scholarship winners. Certificates were handed out with diplomas.

Name	College	Student ID	Univ. address
Lilly Fulton	SLO	317638	Cal Poly University Cashier, Attn: Scholarships, Administration 131-E, San Luis Obispo CA 93407-0501
Annie Smith	UCSD	A16864537	Student Financial Solutions 9500 Gillman Dr. La Jolla CA 92093-0026 Attn: Scholarships
Devin Lisson	SDSU	826661050	San Diego State University 5500 Campanile Dr, San Diego, CA 92182
Allison Cunningham	Davis	307305	Cashier & Payment Solutions Office, University of California, PO Box 989062, West Sacramento, California 95798-906

Revised Foundation board and voting members:

Position	Officer	Board of Directors (nine maximum)	Voting member
President	X	X	X
Secretary	X	X	X
Treasurer	X	X	X
Vice president		X	X
Communications		X	X
Staff liaison		X	X
Events / Fundraising		X	X
Student Events		X	X
Hospitality		X	X
CHS Principal (advisor)			X

Old Business:

Motion made by Jason to vote in Tiffany Rapp as Events/Fundraising. Seconded by Heidi Fulton. *All approved.*

Motion made by Jason to vote in Sandy Landerer as Hospitality. Seconded by Amy Lowry. *All approved.*

Qualcomm matching: There is a portal that facilitates. Qualcomm employees log their donations to a 501 (c)(3) and Qualcomm matches. **Action item-** Heidi Fifield to address these donations.

Bank “signers”: Visits were made to the bank and now officially Chase bank recognizes the following:

- Members approved to make changes to the account are: Heidi Fifield, Amy Lowry and Chris Herndon.
- Member allowed to sign checks/ make transactions are: Heidi Fifield, Amy Lowry, Chris Herndon and Paula Cunningham.

Grad night/college bound trip: binders from Christine Groves- **Action item-** Heidi Fulton to get the binders. Planning for college bound trip begins in January. Grad night, suggested that the students/families be surveyed about what grad night they are interested in. (i.e. Disney, Knotts, Universal, Magic Mtn., Sea World etc). The Senior Class President is Drew Jeter, work with him to facilitate survey, provide expenses and coordinate grad night of the Senior's choosing.

What are our goals for this year? Starting points:

1. Support the CHS staff, students, families, and alumni (grants, food, volunteering)
2. Fundraising – raise more \$, support more things
3. Organize fun events that support #1 and #2

Discussion to include athletics, new alumni and the local community.

Get the CHS Foundation name out in the community to aide with support.

Notes from meeting between Jason and CHS Principal Williams:

- Financial literacy – Ethan has acquired Dave Ramsey class materials for seniors!
 - Can we do something for parents too if interest?
- The foundation will have a section in the weekly SWAG newsletter
- New CHS Vice Principal Reuben Hoffman will be upping our social media game
- How do we get freshman excited to start at CHS, countdown clock? Dinner with families Wed before school starts. Foundation may be asked to provide \$.
- Bond funding available for big projects like bleachers
- Smaller projects: PA systems, foyer of gym +trophy cases, paint weight room, ~~baseball wind screens~~, CHS / Chieftain signage,
- Claremont cares weekend – community signs up for improvement / cleanup projects, CHS students and families volunteer. Foundation / donations for T-shirts / supplies.

Grant/Sponsorship Requests:

New Grant request for \$2500 from CHS- Sarah Thomas for freshman and family welcome evening and dinner on **August 25th**. Funds to be used for the dinner; caterer, rentals and stage for incoming freshman and their families. Suggested including Sophomores in the event due to Covid. **Motion** made by Paula to approve the Grant for \$1000 and to work with the school on cost savings and offers to help with volunteers. Seconded by Jason. *All approved.*

New Business:

Set up line item for class of 60 and class of 61 reunion in October. Look for checks mailed to CHS / PayPal payments. **Action item-** Chris to set up a paypal button and put it on the home page.

Had a pre-meeting in person meeting with Dennis and June Horn to discuss finances and promoting event. Their event will be at Fast Times on **October 17**.

Misc:

Open discussions and idea generation on the following topics: fundraising, promoting CHSF, Senior Service projects, fundraising with venues and bands, (brew and chew, the Old Fashioneds- local band) Service and Purpose, renegade painting of CHS signage above Auditorium and mural painting with students around Clairemont, local fence off Genesse

Football boosters; Sandy is a football booster, Sunset Dinner fundraiser planned for **Aug 14**, please buy tix. Kim Flint is new "Pres" of boosters. Post flyer on site when available.

Email communication: Please use CHSF in the subject line of emails, start a new email thread for new subjects, limit emails unless urgent. Use **clairemonthsf@gmail.com** for business. **Action Item-** Secretary Amy will check email daily. Chris will respond to the emails where they have donated for a team and will continue keeping track of their donations on their page (fundraising thermometers).

Board action items: **Motion** made by Amy to have a regular mid-month email to follow up on meeting action items (share new grants and updates) Seconded by Jason. *All approved*

CHS Foundation magnets: In an effort to drive people to the website for info, events and volunteering get magnets with logo and web address. Can use like a business card when promoting the Foundation.

Motion made by Amy to approve up to \$250 to purchase CHS Foundation magnets. Jason seconded. All approved. **Action Item:** Paula to work with Katie Simas to use previous vendor (Sticker Mule) and get magnets quickly, in time for back to school events.

Budget; **Action Item-** look up due date for budget and get started

Spring Fling date: **Action item-** need to pick a date that doesn't conflict with holidays, athletics. Refer to past dates to help select new date.

CHS Foundation promo flyer: **Action Item-** Amy volunteered to put together a flyer to be included in student packets promoting the Foundation. Heidi said due date is Aug 11. Will put draft on google docs for input and can finalize and print after next meeting.

Website: Chris addressed paying for the domain name chsfoundation.info. Heidi Fulton set it up initially and has always paid. It's like \$30/yr maybe, if that. **Action item;** Heidi Fulton to update the account to reflect the foundation gmail so that the Foundation will get the bill and can take over making that payment. Heidi has never requested or submitted receipts for reimbursement.

CHS Foundation table: CHSF to have a table at student "back to school" registration days on Aug 23, 24, 27th and a table at Freshman welcome dinner on Aug 25. **Action Item-** Amy to create a sign up sheet to work the table.

CHS Staff updates: Heidi let us know the new ASB advisor is Mr. Merritt. Shannon Dearborn will be a bridge/resource. Interviews/selecting a new baseball coach underway.

Chieftain pledge: Secretary can facilitate. **Action item-** Amy to get mailing list from past VP Katie Simas and work on the campaign and letter with board input this year.

Search for grants: **Action item-** Chris to message Eden Yaege with Clairemont Town Council to see if they do any grants.

CHS SWAG: deadline to submit items for the weekly CHS SWAG is Friday at 2pm. Chris to submit info to Ethan.

Shirt sponsors: Paula had a good idea about soliciting a few local businesses to sponsor the T-shirts for community service day. They could have their logo on the shirt.

September meeting: Jason suggested Sept 14 could be a Fast Times happy hour / welcome parents (especially Freshman / Soph) / short meeting. **Action item:** Chris to inquire about reserving patio and dining fundraiser.

Next Meeting Date: August 10, Happy Hour at 6pm, Meeting at 6:30. Location TBD.

Second Tuesday of the month.

Meeting Adjourned: 8:30pm

Minutes submitted by Amy Lowry, Secretary