



## **Board Meeting**

July 19, 2022 6:30pm

Rapp Residence

4726 Chickasaw Ct, San Diego, Ca 92117

## **JULY MINUTES**

**Attendees:** Pres- Amy Lowry (zoom), Treasurer- Malissa McGee, Fundraising- Tiffany Rapp, Communications Chris Herndon, Hospitality Sandy Landerer, VP Paula Cunningham, CHS Liaison Heidi Fulton, Past Pres- Jason Payne, Note Taker- Michael Lowry. *Absent- Student Events- Alejandra Castenada.*

**Call to order:** 6:49pm

**Welcome Opening:** First meeting and transition of the Board for new school year.

**Approve Meeting Minutes:** tabled until next month to allow addendums to be reviewed

**President Report:** plans to meet with Williams monthly, explained directory of Board positions (distributed) - review and note anything Board wants to change, wants to get things documented for future board members, more documenting than changes. wants to get budgets figured out in Aug.

**CHS Liaison Report:** summer school at CHS, admin team taking true break, VPs now APs, athletics ramping up / physicals - new process, hiring 20 coaches using Coach Clearance.com, rentals are much higher, new english teacher / FTE, enrollment up - ~900. New uniform process for coaches

### **Foundation Board Position Reports:**

**Treasurer:** Finished year on 6/30 - foundation - \$19,448.06 - All accounts -\$87,693.75 Revenue much higher than planned and finished better than expected. 7/16 - \$19,528.06 -\$ 89,486.77. If anyone wants to walk through financials & spreadsheets, Malissa willing to meet with anyone to talk through it. Following up on uncashed checks. At future meetings, Malissa will go over proposed payments at meeting, approve and cut checks at each meeting.

Amy wants to minimize "on-demand" aspect of Foundation. We are volunteers, so set expectations to do things at meetings and on schedule; not on call.

Okay with still offering email option, but must include proper documents. kick back if not ready.

Still have UC Regents check for scholarship - can't open file with the back up.

Start thinking about budget for your areas and finalize before school starts. Malissa to put together Master Budget & then everyone gives input.

**Past President:** banner and magnets to pass along

**Secretary:** (Amy) minutes sent out didn't include all the addendums. Will resend.

**Fundraising:** spring fling went really well and exceeded expectations.

**Events/Hospitality:** Sept 7th is good date for welcome back staff hospitality

**Communications:** made 3 new pages. Theater hasn't used their Weebly site - Advisor probably doesn't know about it. Possibly new Theater advisor next year. Memorial Garden - being upgraded & fixed up with new plaque.

**Student Events:** (Jason) Grad night - buses worked out, get someone from school more involved (name confusion), all had fun, be sure to include driver tip into fees - \$75 each (get Jason \$125 donation receipt).

#### **New Business:**

- Proposed Board Directory (Amy):- distributed. combined bylaws & feedback from directors on roles & let know if okay. recruit openings. email Amy comments. directors oversees their area in total, chairs give reports at board meetings and keep directors updated. Not concerned about voting numbers or titles, Heidi happy to help organize grad nite & yard signs, but need someone to sell the tickets, hand out signs, etc. Amy to contact C. Brown for grad night help. get to Amy by Sunday with changes to board directory assignments
- Review Master Calendar draft (Amy)- insert home Football games and start planning other dates
- 22-23 Budget- Malissa to set up framework first pass and goal to approve at Aug or Sept meeting (Malissa/Amy)
- Bylaws- working on a few updates for all to review and approve at Aug meeting.(Amy)
- Fall Bash event planning (Paula)- Proposed Saturday 9/17 for the date from 4-7:30pm on baseball outfield and sidewalk/parking lot along field. Discussion of details, Sandy to ask if ICE Catering is interested. To be confirmed is music (bands) , inflatable laser tag, Kona Ice. decided against showing a movie. Incentive for attendance for classes, points for attending and bringing guests, prize amount TBD. Classes can sell an item, contact Paula to coordinate. Teams/clubs can shave booth/sell.
- Summer Fundraising- Tiffany to look at a restaurant fundraiser
- Start recruiting for Secretary (Amy) and chairpersons if needed

#### **Old Business:**

- Jason- Just show up :) thank you for showing up and supporting. please ask if need anything. Paula presented Jason with a thank you basket from the Board. Thank you Jason!!

**Adjourn Meeting:** 8:40pm

**Next Meeting Dates:** 8/16, location tbd, Sandy offered to host, Tiffany will be out of town but can zoom 9/20, 10/18, 11/15, 12/20, 1/17/23, 2/21, 3/21, 4/18, 5/16, 6/6\*

*Meeting minutes submitted by Michael Lowry*