

**San Diego Met High School Foundation
September 2018 Executive Meeting Minutes**

Date, Time, and Location: Wednesday, September 19, 2018 at 4619 Viewridge Ave, San Diego, CA 92123

Meeting called to order by Meredith Coady at 6:01pm

Attendance: Julie Bonnardel, Shawn Coady, Melissa Agudelo, and Meredith Coady.

July Meeting Minutes: Minutes were approved as presented. Shawn Coady made a motion to approve the minutes with Meredith Coady seconding the motion. They were approved unanimously.

Principal's Report:

- The year has had a strong start and our enrollment is 140 students as of 9/19/18.
- The school has a new MakerSpace. This will be run by two students, a senior and a sophomore, who will manage the space as their internship. For now, the MakerSpace is stocked with consumables however we are expecting the arrival of an embroidery machine and a plotter, both which will need supplies. When there is a need for supplies, we will explore Donors Choose, targeted fundraising, CE funds, and foundation grants.
- The use of the \$2000 that has been earmarked for teacher grants will be determined by the leadership team. Melissa will be the gatekeeper and approve reimbursement requests before they come to the Foundation for payment.
- Big Picture Learning has asked if we would be willing to host ProjectCon which is tentatively scheduled for mid-April. More information will follow on this event.
- Thrive, a local charter school, was recently certified as a Big Picture Learning affiliate. There may be some opportunities to collaborate with them locally.

Treasurer's Report: given by Shawn Coady

- The financials have been reconciled through September 19, 2018. Meredith Coady made a motion to approve the financials with Julie Bonnardel seconding the motion. They were approved unanimously.
- As of September 19, 2018, we have \$19046.63 cash on hand and our income statement activity for this fiscal year is a net excess of \$2734.99.
- The restricted line items and balances were reviewed by the board.
- The Federal 990 and State 199 have both been filed for fiscal year ending June 30, 2018.

Old Business:

- Shawn Coady presented the proposed budget for the fiscal year ending June 30, 2019. Julie Bonnardel made a motion to approve the budget as presented with Melissa Agudelo seconding the motion. The budget was approved unanimously.
- All of the necessary documentation for the SEL grant has been provided to the grantor as requested. The board thanks Melissa Agudelo and Shawn Coady for their efforts to meet the reporting deadlines and requirements.

New Business:

- Melissa Agudelo has submitted a reimbursement request for \$120 for the “SMORE” program. The program is being used for parent communication and newsletters but is also being used in the classroom for the Yearbook/Journalism students, as well as ASB. It also has application for the Foundation for fundraising communications. Meridith Coady made a motion to approve reimbursement of \$120 for the program. Julie Bonnardel seconded the motion and it was approved unanimously.
- Julie Bonnardel is spearheading Giving Tuesday, which is set for Tuesday, November 27, 2018. Several ideas to improve participation were discussed, including a postcard campaign, setting clearly communicated goals for an increase in participation, and using photos as part of the campaign. There was also a suggestion of incorporating a teacher appreciation component to the campaign. Julie will continue to explore options and the final Giving Tuesday plan will be reviewed at the next Foundation meeting on November 7, 2018.
- A warm welcome and gratitude to our newest board members. Ted Young was appointed as Member-At-Large. Jennifer Wanis was appointed as Auditor. The board thanks Lucy Benner for her service and wishes her well in her retirement. The Secretary position remains open and we will continue to recruit for this position.
- The annual Electronic Transmission Consent Forms were completed by all board members and they are maintained by the Acting Secretary.

Announcements:

- A MET parent, Christina Abuelo, shared some potential opportunities for grants and fundraising. These include Disney Points of Light, STEM Grants, Donation Match, Bidding Owl and corporate matches. We will continue to explore these opportunities.

Next meeting is Wednesday, November 7, 2018 at 6pm at Appstar Financial, 4619 Viewridge Avenue, San Diego, 92123.

Meeting adjourned at 7:40pm

Minutes compiled by Meridith Coady

Minutes approved on November 7, 2018