

**FOSM Board Meeting Minutes**  
**September 7, 2010 – 6:00 PM**  
**Sequoia Room - Sunrise**

Board Members Present: Jessica Tuteur, Suzanne Foss, Pamela Gleeson, Chuck Gravett, Lyndsey Richart, Laura Tapia  
Board Members Absent: Yoli Holman  
Non-Board Member Participants: Bonnie Sauer, Janis Tres, Lisa Toller, Manbin Monteverdi, Lee O'Dwyer

**1. Jessica** - Welcome and Introductions

The meeting participants all introduced themselves, including their roles on the board and/or with Sunrise.

- FOSM Mandate

Jessica referred to the FOSM Board Brief distributed in advance of the meeting. The board's role is primarily one of fundraising, with a need to also focus on community building. Board meetings are open to all parents, but generally have not been posted other than on the Sunrise calendar. The board may hold a closed session within the meeting to discuss confidential matters.

**Action Item:** We should discuss how we want to operate as a board.

- eScrip – Kurt Meyer (Suzanne's husband)

The eScrip campaign is off to a good start. Kurt will send reminders to parents not yet signed up. There was a discussion regarding other reminders, including phone calls and writing personal notes to parents from the board with reminders.

- Movie Night

Movie Night is scheduled for September 10<sup>th</sup>. Jessica will follow up with the AV person and will call Brian Shaw as a backup. Refreshments and logistics are all planned. A table will be set up with eScrip and Dine & Donate flyers next to the popcorn machine. Board members should plan on arriving at 6:30pm to help set up.

- Back to School Night

Back to School Night is scheduled for 6:30pm-8:00pm on Tuesday, September 21<sup>st</sup>. Parents will meet in the hall, with Bonnie and Janis welcoming families and making staff introductions. The FOSM board will also be introduced. This event provides another opportunity for board members to welcome new families to Sunrise.

- Mail Distribution

FOSM now has its own PO box key. Suzanne will get the mail and will forward it to Jessica for distribution. Invoices will go to Chuck, bank statements to Lee, and wine auction payments to Pamela.

## 2. Chuck /Lee - Bank/Budget Updates

FOSM's fundraising goal is to be fully funded for the following year's programs. There is currently a ~\$39K surplus in addition to the ~\$80K for the current year programs. Bank balances currently total \$107,848, which includes two CDs (a \$27K 6-month CD and a \$27K 12-month CD). There is an operating checking account plus a money market account. The accounts are all with Umpqua Bank. FOSM also has 18 shares of BofA stock that were gifted and which need to be handled administratively. The board will get quarterly budget updates in the months following quarter end (Oct, Jan, Apr & Jul).

### - Procedures for payments/deposits

To achieve a segregation of duties, Chuck writes checks and Lee balances the bank statements. Checks over \$500 require two signatures. Jessica and Pamela will make bank deposits (Pamela will manage the wine auction funds). The process will be improved this year to avoid deposits being unaccounted for. It was agreed that wine auction payments will be sent to the FOSM PO box.

**Board Action:** Suzanne moved that Chuck, Jessica and Pamela become the signers for the checking account. Laura seconded the motion and the board voted; the motion carried.

**Action Item:** Chuck will draft a policy for the handling of deposits and payments.

**Action Item:** Bank signatures are to be changed to Chuck, Jessica and Pamela.

### - TAP eligibility change

The Tuition Assistance Program is a third party program (administered by the NAIS) that assists eligible families with school tuition for Kindergarten and elementary students. Current requirements include having a child at Sunrise for one year prior to applying. Parents can request financial aid in December for the following school year. There are three grant levels, the highest of which covers approximately 22% of the annual tuition. There was a discussion about waiving the one year requirement to avoid an 18-month wait between the application and receiving aid.

**Board Action:** Pamela moved that we eliminate the requirement that students attend Sunrise for one year prior to applying for tuition assistance. Suzanne seconded the motion and the board voted; the motion carried.

**Action Item:** Lee will review the program paperwork and will provide modified policy language before the next board meeting.

## 3. Laura - Annual Campaign Update

Laura reported that she has met with Jill, and has reviewed the annual campaign materials; the campaign was scheduled to begin in December. There was a discussion that the date should be moved up to late October/early November. Last year 56% of families contributed, with a slightly higher percentage from elementary school parents. The board discussed campaign materials; it was agreed that the materials would still include a picture of the 6<sup>th</sup> year students but may include a hand addressed and signed letter in addition to e-mails and a flyer.

Pamela asked a question regarding benefit of 100% participation; that is still the goal but is not a requirement to receive grant funding.

**Board Action:** Annual campaign focus be “fund a need” to replace playground equipment; we will be setting aside a % of annual campaign funds toward playground equipment.

**Action Item:** Think about ideas in preparation for a vote at next FOSM board meeting.

- Dine and Donate update

Laura met with Jill Moss to get an update on the Dine & Donate dates already set, and she will start soon to set up the dates for the balance of the school year.

**Action Item:** Chuck will hand out flyers the morning of September 15<sup>th</sup> for the Compadres Dine & Donate event that evening at Compadres.

**4. Lyndsey** - Annual Auction update

Lyndsey gave an update on annual auction activities. The event will be “Passport to India” with a colorful, Bollywood theme.

Proposed changes from prior auctions include:

- Lower ticket price (with the hope that more parents will attend) ~\$99
- Potentially changing from sitdown dinner to cocktail tables/heavy hors d’oeuvres
- There will be places to sit during live auction; possibly have a dessert table
- There may be table sponsors to help defray costs
- The committee is considering inviting teachers as guests (perhaps just head teachers) so they can come and be recognized; OR tickets might be offered to staff at cost

The venue is still to be determined. An introductory flyer will be distributed in the next couple of weeks. The first volunteer meeting will be held on September 27<sup>th</sup> at 6:00pm in the Sequoia Room

**5. Jessica** - School Beautification Day

School Beautification Day is scheduled for Saturday, October 2<sup>nd</sup>. Chris and Tony Mottalei will coordinate the activities. The Sunrise staff will create a wish list in advance; Mel will coordinate with Chris. Pizza, sodas and waters will be provided. Childcare may be provided, depending on RSVP requests.

**Action Item:** Laura will follow up with Filippi’s to see if they will donate the pizzas again.

**6. Bonnie/Janice** - FOSM/Sunrise Partnership

Bonnie and Janice said that they appreciate the parents’ involvement in the school, and that the FOSM board members are representatives of Sunrise, an extension of Bonnie and Janice. They will run ideas by the board to get parent input, knowing it will remain confidential. They would also like feedback on issues and topics they should be aware of. The FOSM board is a good sounding board for Bonnie and Janice, and they appreciate the honest input.

7. Jessica - Miscellaneous

1) Shed clean out day

Shed cleanout day is scheduled for Saturday, September 25<sup>th</sup>. We will need to take inventory of the shed contents and need as many volunteers as possible.

2) Bios from all board members

**Action Item:** All board members should send a brief bio to Lisa Toller.

3) Board member group photo (done during meeting)

- Fall Board Meetings schedule

The next board meeting will be held on Thursday, October 14<sup>th</sup> at 6:00pm in the Sequoia Room.

**General Discussion Topics**

- Board members should welcome new parents at Back to School night.
- Discussions are ongoing with the church regarding the Sunrise lease which expires in 2016; there was some discussion about whether FOSM should consider a possible donation to the church as part of a deferred maintenance fund; the discussion was tabled for a future meeting.

Minutes respectfully submitted by Pamela Gleeson, Secretary, 10/12/10