**Hercules Education Foundation**

**Board Meeting Minutes**

**May 19, 2021 - Meeting via Zoom**

1. **Opening Procedures**

 A.1 Welcome; Call to Order: 7:10 pm

 A.2 Roll Call: Sarah Creeley, Don Kuehne, Maddie Yuen, Evangelia Ward-Jackson, Sylvia Villa-Serrano

 Absent: Alex Walker-Griffin (military service), Jamela Smith-Folds (school board meeting)

 A.3 Approval of Agenda: Motion to approve Sarah, 2nd Maddie, Approved All

 A.4 Approval of Minutes: Motion to approve Sylvia, 2nd Sarah, Approved All

 B. **Financials**

 2021 Financial Summary

WF Checking: $20,499.72

 WF Savings: $5,588.55

 Mechanics Savings: $20,164.58

 YTD Receipts: $8,065.00 – includes $5,000 Safeway Grand Opening Donation

 YTD Disbursements: $1,560.05

 **C. New Business**

C.1 Grant Application: application dates (Sylvia) Sylvia motioned to change application dates to June 15th – April 1st so that teachers could have supplies at the beginning of the school year. 2nd Sarah, Approved All.

Sylvia will contact Malaga to make the changes.

C.2 Non-discrimination policy (Maddie) Motion by Sarah to add a non-discrimination (see attachment) policy to the website. 2nd Angel, Approved All. Maddie will contact Malaga to add the document to the website.

 C3. Restricted gifts (Maddie) After discussion it was agreed that donations should continue to go into the general fund.

C4. Bylaws: Article 9, Section 6 re Annual Statements, sign off of conflicts (Maddie)After discussion it was agreed that this document should be signed by directors yearly at the January meeting.

 C5. Grant Application (Sylvia)

 Technology for Kindergarten

 Keith Valdez – Hanna Ranch Elementary

 $451.90 (5 used i-pads)

 Sylvia motioned to approve, 2nd Angel, Approve All

 C6. School Registration Outreach (Don) Maddie will do outreach to the Middle & High School and Sarah will do

outreach to the elementary schools to find out if hard copies of the HEF forms can be included in hard copy or electronic version to be sent to families with their registration packets and if hard copies are needed how many for each school and deadline for providing them.

 **D. Old Business**

D.1 PayPal Account (Don) Don reported that he was able to remove Bob Redlo and add himself as the administrator of the account.

 D.2 Bylaws (Don) Don reported that all directors signed the document and that it was submitted to the Attorney

 General’s office for HEF registration. Don will send the file to Malaga to replace the current bylaws on the website.

 D3. Partnership with Charm Lab event – update (Maddie)

 D4. Website Feedback (all) After discussion, Sylvia volunteered to work on improvements to the website.

 E. **Events**

 E.1 Golf Tournament - Friday, August 27 – 8:00 am Details to be finalized after 6/15 Health Dept update.

 E.2 Bay Front Run – Saturday, Sept. 25 P66 confirmed as a $5,000 sponsor, sponsor letter to go out by May 31st.

Maddie will provide sponsor letter. Don will continue to check with Kaiser to see when they open up their grant process.

 E.3 Bottles & Bites – Sunday, November 7 Planning to begin in July.

 **F. Agenda additions:** None

 **G. Adjournment: 9:00 pm NEXT MEETING: JULY 21**