

## Hercules Education Foundation

### Board Meeting Minutes

May 19, 2021 - Meeting via Zoom

#### A. 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, 2<sup>nd</sup> Maddie, Approved All
- A.4 Approval of Minutes: Motion to approve Sylvia, 2<sup>nd</sup> 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 15<sup>th</sup> – April 1<sup>st</sup> so that teachers could have supplies at the beginning of the school year. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. By Laws: 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, 2<sup>nd</sup> 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-Generals office. Don will send the file to Malaga to replace the current by laws 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 31<sup>st</sup>. Maddie will provide sponsor letter. Don will continue to check with Kiaser 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