**Hercules Education Foundation**

**Board Meeting Minutes**

**July 21, 2021 - Meeting via Zoom**

1. **Opening Procedures**

 A.1 Welcome; Call to Order: 7:06 pm

 A.2 Roll Call: Sarah Creeley, Don Kuehne, Maddie Yuen, Jamela Smith-Folds, Sylvia Villa-Serrano

 ABSENT: Alex Walker-Griffin (Reserves) Angel Ward Jackson (vacation)

 A.3 Approval of Agenda: Motion to approve Sarah, 2nd Sylvia, Approve - All

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

 B. **Financials**

 2021 Financial Summary

WF Checking: $19,214.25

 WF Savings: $5,588.65

 Mechanics: $20,165.08

 YTD Receipts: $8,720.00

 YTD Disbursements: $3,700.52

**C New Business**

C1. Grant Application

 Engaging Books for my Students, $300

 Sarah Creeley – Hanna Ranch Elementary

 Motion to approve Sylvia, 2nd Jamela, Approved - All

 C2. City of Hercules – Event sponsorship

 The City is considering sponsorship of events. The Run and Bottles & Bites are included in the proposal. It will

 be discussed at the 7/27 City Council meeting.

 C3. National Night Out – August 3

 Don will bring HEF banner & info and set up the table. Sylvia will bring Plinko, Sarah will purchase glow

 Sticks, Sylvia will check supply of prizes and purchase if necessary. Set up 5:00 pm event starts at 6:00.

 **D. Old Business**

D1. Website

- Non-discrimination statement added

- Grant application dates changed to June 15-April 1

- Donor list – form revised adding anonymous choice, PayPal version pending update, Companies who have done

 matching donations to be added. We will start adding donors as of 2021.

- Director page – changes reviewed; Sylvia will instruct Malaga to make the changes live on the website

- Bay Front Run – event flyer, registration link & sponsor applications added

- Bottles & Bites – event flyer, link to purchase tickets & sponsor application added

 D2. School Registration Outreach

 Middle & High School HEF 2020 flyer included in the packages mailed

 Elementary Schools Sarah suggested that Ed Connect was the best way to do outreach to the elementary schools.

 Peachjar may not be used by all of the families but maybe useful to get the word out about events.

 D3. Charm Lab Maddie secured this program thru Stanford University for High School & Middle School students.

 Eleven scientists, engineers and the department head provided an awesome experience for the students thru small

 breakout rooms. The High School class missed the class due to the teacher not communicating the log in information

 to her class. The Middle School had two classes with over 40 students participating.

D4. Attorney General filing – We received a registration confirmation letter from the Attorney General’s Registry of Charitable Trusts. The letter provided our charity registration number and stated that HEF is delinquent for operating as an unregistered entity in previous fiscal years. HEF must file a copy of the Application for Recognition of Exemption (IRS Form 1023) and financial statements for 2015 to 2020. HEF has 60 days from June 21 to file the Annual Registration Renewal Fee Report (Form RRF-1) and the Annual Treasurer’s Report (Form CT-TR-1) for prior tax years. Failure to file these financial reports by the deadline could result in late fees and penalties and suspension of our tax-exempt status. Don has the financial data for each year and will complete the required reports by August 15. Thereafter, the financial reports are due by May 15 of the next year. Delinquent organizations are not allowed to engage in activities for which registration is required, including solicitation or disbursement of charitable funds.

 E. **Events**

 E.1 Golf Tournament - August 27th date cancelled due to golf course restrictions

 E.2 Bay Front Run – Date changed to Sunday, Oct 3rd

 Runner registration set up

 Preliminary event flyer posted on FB & Nextdoor

 Banners will be ready to put up in August

 Confirmed sponsors: P66, Kel-Aire, Crocketts Premier Auto Body, Ledcor

 HEF & Chamber websites updated with event info, runner registration & sponsor forms

 E.3 Bottles & Bites – Sunday, November 7

 Tickets available on Eventbrite.com @ $35

 Save the Date flyer created

 HEF & Chamber websites updated with the event flyer, ticket link & sponsor form

 **F. Agenda additions: none**

 **G. Adjournment: 9:00 pm**

 **NEXT MEETING: SEPT. 15**