

Hercules Education Foundation

Board Meeting Minutes

July 27, 2020 ~ Meeting via Zoom

A. Opening Procedures

- A1. Welcome, Call to Order 7:07 pm
- A2. Roll Call Sarah Creeley, Don Kuehne, Alex Walker-Griffin, Maddie Yuen, Jamela Smith-Folds, Sylvia Villa-Serrano ABSENT: Angel Ward-Jackson
- A3. Approval of Agenda Motion to approve: Alex 2nd Maddie, approved All
- A4. Approval of Minutes Motion to approve: Alex 2nd Sylvia, approved All
- A5. Financials – 2020 Summary
 - WF Checking: \$20,482.27 ~ WF Savings: \$15,587.96 ~ Mechanics Savings CD: \$10,000.00
 - YTD Receipts: \$9,751.00 YTD Disbursements: \$6,587.80
 - Travelers Directors & Officers Insurance renewal for \$446 is due Aug. 3.

B. New Business

- B1. DonorsChoose (Sarah)
 - Ms. Knoblauch – HHS, So You Wanna be a Tuber, Expires 08/27, \$3,051 to fund
Don will advise If vote needed by email before expiring.
- B2. Donor Solicitation Don & Sarah to revise letter.
- B3. New e-mail: director@herculeseducationfoundation.org
Sign-in page: <https://sso.secureserver.net/v1/login?app=email&realm=pass> Password: hefrocks!
- B4. Mechanics Bank Savings \$10,000 matures in August. Will be left at Don's discretion as to what type of account the money will be put in upon maturing on Aug 19.
 - Transfer of \$10,000 from Wells Fargo checking to Mechanics Bank Savings.
Motion by Sylvia to transfer \$10,000 from WF to Mechanics ~ 2nd Sarah, approved all.

C. Old Business

- C1. Website & Facebook
 - Donor payment page updated.
 - Jamela's picture added to director's page.
 - Reminder to share FB posts instead of just liking to help get the word out.
 - Malaga Smith's website training for Don and Sarah: Login to view and edit web pages, such a Board Meetings and Grant Applications. Username: hefstaffadmin, Password: ma[n]ageHEF!
- C2. Updating of Bylaws (Angel) No report
- C3. Donors Choose
 - Ms. Anthony – HMS, Manga Madness – Fully funded by others, no HEF funding required.
 - Mr. Owens – HMS, Middle Earth for Middle Schoolers – HEF funded balance of \$36.35
 - Mr. Owens – HMS, Graphic Novels Expired on July 2nd with \$1,478 balance. Don sent out an email recommending not to fund (no response from Board members).

Ms. Maxey – Books received and delivered by Sarah for HEF grant.

Ms. Genna – Modern Sound & Music - \$326.35 was approved by email vote and funded on July 10.

C4. Accounting Software – (Sylvia)

Because we have so little activity in our accounts, we will work with Aida Torres to set up the Quick Book files for the start of the 2021 accounting period.

D. Events

D1. 2020 Event Calendar

- October 17 Bay Front Festival & Run
After discussion it was decided to cancel the 2020 race due to the Covid situation.
Date for 2021 – Saturday, May 15th

E. School Updates Schools to open with Distance Learning.

New principal at Lupine Hills Elementary – Poppy Sheldon

F. Agenda Additions/Deletions None

G. Adjournment 9:20 pm

MEETING SCHEDULE FOR 2020 – 9/21, 11/16