

Board Meeting Minutes
March 16, 2020 ~ 7:00 PM

Hercules Community Center
2001 Refugio Valley Rd., Hercules

A. Opening Procedures

- A1. Welcome, Call to Order 7:22 pm
- A2. Roll Call Don Kuehne, Sarah Creeley, Alex Walker-Griffin, Sylvia Villa-Serrano, Maddie Yuen
Absent: Angel Ward-Jackson, Jamela Smith-Folds; Online: Teachers – Nontha and Saez
- A3. Approval of Agenda Motion to approve: Alex 2nd Sarah, approved by all
- A4. Approval of Minutes Motion to approve: Sylvia 2nd Alex, approved by all
- A5. Financials - 2020 YTD
WF Checking \$18,751.37 ~ WF Savings \$15,587.27 ~ Savings Mechanics \$10,000.00
Receipts: \$3,601 including Chevron, Lions Club, P66 and Kids Expo; Disbursements: \$1,142.70

B. New Business

B1. Grant Applications

- Ogura \$250 Saez \$550
- Nontha \$200 Shader \$300
- Hadeen \$500 Valdez \$300
- Maxey \$374

Motion to approve grants under \$500 Sylvia, 2nd Alex, approved by all
After discussion it was agreed that the Hadeen & Saez requests should be put on DonorsChoose. Sarah will contact them to advise.

B2. Donors Choose Projects (Don)

- Fernandez (expires 3/25) Motion to approve Sylvia, 2nd Sarah, approved by all
- Gatchalian (expires 4/14) Motion to approve Sarah, 2nd Maddie, approved by all

C. Old Business

- C1. Choices Program MS – It was agreed to cancel Choices for this school year since no date has been set by MS Admin and campus is closed due to Coronavirus.
- C2. Website & Facebook Change Sarah to President and Sylvia to Secretary on Directors page. Maddie & Jamela to submit their photos and bio's to Malaga. Need photo for Sylvia, also.
- C3. Officers for 2020 Sarah - President, Don - Treasurer, Sylvia - Secretary
- C4. Tax Documents Don submitted Form 1099-MISC & SI-100; other tax forms due by May 15.
- C5. Updating of By Laws No Report
- C6. Accounting Software Sylvia reported that Aida Torres would charge \$250 to set up quick books and an average of \$50 monthly for data entry and monthly reports. After discussion it was agreed that Sylvia will work with Don on procedures to submit entries to Aida. Motion to have Aida take over the monthly accounting made by Sarah, 2nd Alex, approved by all.
- C7. DonorsChoose Projects Funded – Projects funded this school year reviewed. HEF funded Myers (\$236.10) and Owens (\$136.92) on February 17. Maddie will follow up with STEM Fatale to find out if they have receipts to submit.

D. Events

D1. 2020 Event Calendar

- July 24 Hercules Golf Classic
- August 11 National Night Out
- August 30 Bottles & Bites
- September 26 Bay Front Festival & Run

Sylvia completed event forms for golf and the run. Bottles & Bites post card done, will order next month. Bottles & Bites event tickets have been ordered. Bay Front Chamber confirmed as partner for B & B, other partners still to be confirmed.

E. School Updates Schools closed until April 16th due to Coronavirus.

F. Agenda Additions/Deletion C7. DonorsChoose Projects Funded

G. Adjournment 8:50 PM

MEETING SCHEDULE FOR 2020 – 5/18, 7/20, **8/25**, 9/21, 11/16 – Aug. 25 added as a planning meeting for B & B.