**Hercules Education Foundation**

**Board Meeting Minutes**

**March 9, 2023 Meeting**

**Via Zoom**

1. **Opening Procedures**

 A.1  Welcome; Call to Order:   Sarah Creeley called the meeting to order at 7:01 PM

A.2  Roll Call:  Sarah Creeley, Kim Dauer-Sargentini, Maddie Yuen, Alex Walker-Griffin, Donald Kuehne, Sylvia Villa-Serrano, Jamela Smith-Folds

       A.3  Approval of Agenda:  Sarah approved agenda approval, Alex seconded. All were in favor.

 A.4  Approval of Minutes:  Alex moved to approve the minutes and Sarah seconded it. All were in favor.

 B.   **Financials**

   Bank Balances as of

WF Checking:  $12,070.97

 WF Savings:  $5,591.77

 Mechanics Savings: $20,168.11

                                Paypal Account: $0

**C.  Old Business**

C1.  HEF Postcard  (Sylvia) Postcards are done. We have 5,000. We can give to schools for distribution.

                C2. SW Ticket Grants  (Maddie)  All tickets have been distributed.

      C3. Tax Filings for 2022  - Sylvia obtained a P&L statement from accountant.

 Total Income: $56,934 including SW e-Passes

 Total Expenses: $61,135

 Admin/Overhead: $8,483 Fundraiser Expenses: $24,983 Program Expenses: $27,669

  Need to file with IRS, FTB, and Attorney General’s Office. Three-year average income is under $50K so

 e-postcards are still acceptable.

 Raffle reporting: AG postcard said 2022 report wasn’t received. Sylvia sent another copy certified mail.

 Raffle Registration is confirmed through 12/2023.

              C4.   Annual Review of Conflict of Interest – one signature remaining.

C5. Director Roles and Responsibilities (Don) : List of key responsibilities to support the HEF mission:

 Community outreach and engagement

Liaison or primary contact for each school

Fundraising through individual and corporate donations

Website and social media

Grant writing for donations and sponsorships

Meeting minutes and other official records

Administration items, e.g., manage accounts, login info, etc.

Review and funding of grant applications

Review and funding of DonorsChoose projects

Compliance and tax reporting

Event planning and execution

**D.    New Business**

               D1.   Grant Applications (Don)  4 new applications received:

1. iPad Cases by Keith Valdez, kindergarten Hanna Ranch, $400
2. Student Incentives for the Learning Center, Ms. Tiana Hughes, Hanna Ranch, $400
3. Stem it Up, Jeanie Hedeen, kindergarten Hanna Ranch, $400
4. Class Library, Marc Landrum, 4th grade Hanna Ranch $400

Sylvia moved to approve grants and Alex seconded the motion. All were in favor. Motion passed.

              D2.   Donor’s Choose Projects : Current projects with matching grants:

1. Ms. Melanie Ly, Hercules High School, “Oh the Places You’ll Go” $432
2. Dean Grecco, Hercules High School, It’s About Playing Catch & Throwing Strikes $307
3. Ms Emerald Levitt, Hercules High School, Influence of Music on Dance $176

Sylvia moved approval of funding these 3 projects with matching funds and Kim seconded the motion. All were in favor. Motion passed.

 D3. Bottles and Bites : Ticket sales: Maddie (10), Angel (8), Kim (14), Jamela (3),

Sign up will go out. We still need gift cards for auction or raffle. Set up on Saturday at 2 pm. We currently have 25 items for auction. We need more food vendors.

**E.   Events / Fundraisers**

             March 26th  Bottles & Bites

             June 4th  Hercules Cultural Festival

             August 1st  National Night Out

             October 1st  Bay Front Run & Festival

 **F.  Agenda additions:  none**

**G.  Adjournment**:   Meeting adjourned at 8:34 PM

**NEXT MEETING:** Thursday May 11, 2023