**Hercules Education Foundation**

**Board Meeting Agenda**

**January 12, 2023 - Meeting Minutes**

**Via Zoom**

1. **Opening Procedures**

 A.1  Welcome; Call to Order:   7:13 PM

 A.2  Roll Call:  Sarah Creeley, Donald Kuehne, Kim Dauer-Sargentini, Maddie Yuen, Sylvia Villa-Serrano, Angel Ward-Jackson.

       A.3  Approval of Agenda:  Agenda approved with addition of letterhead email discussion added and pending donation. Kim moved to approve.  Sarah seconded. All were in favor.

 A.4  Approval of Minutes:  Don moved to approve the minutes.  Sarah seconded the motion.  All were in favor.

 B.   **Financials**

   Bank Balances as of  12/31/22

WF Checking:  $7,272.39

 WF Savings:   $5,589.70

 Mechanics Savings: $ 20,168.11

                                Paypal Account: $5,000.00 (run sponsor)

**C.  Old Business**

C1.  HEF Postcard  (Sylvia)  Comments will be sent to Sylvia.

                C2. SW Ticket Grants  (Maddie)      12 one way tickets to be used by March

               C3.  Holiday Tree Lighting     Successful event, next year clarify which table does cookies (only 1)

**D.    New Business**

               D1.   Grant Applications (Don)        2 new ones: dry erase, Dancing is Poetry in Motion about $1100 (amount higher than our normal maximum)

              D2.    Grant Application – maximum grant amount  (Sarah)      Sylvia moved we increase the maximum grant amount to $400.  Angel seconded the motion. All were in favor.

             D3.  **Funded Donor’s Choose Projects**: 9 projects were funded on Giving Tuesday per our conversation last meeting.

             D4. Tax Filings for 2022  - **Tax filing: IRS, Franchise Tax Board, Attorney General’s office to stay in compliance.  Don will do the taxes & forms when provided year end financial report.**

              D5.  Annual Review of **Conflict-of-interest Policy in Bylaws: gather at Bear Claw to sign**

D6. Director Roles and Responsibilities (Don)  Angel suggested we look into duty statements for roles as a nonprofit.

**E.   Events / Fundraisers**

             March 26th  Bottles & Bites  directors promote ticket sales,  seek donations of gift cards and alcohol.

             June 4th  Hercules Cultural Festival

             August 1st  National Night Out

             October 1st  Bay Front Run & Festival

 **F.  Agenda additions:  letterhead email and donation: preference is director@herculeseducationfoundation.org**

**G.  Adjournment:   9:29 PM**

**NEXT MEETING:  Thursday March 9, 2023**