

Serra High School Foundation, Inc. General Board Meeting Minutes

January 7, 2009

Serra Foundation Mission Statement

Improve the future quality of life in our community through enhancing academic and athletic programs at Serra High School

Serra Foundation Website: www.serrafoundation.org

APPROVED

Present: Kim Gotfredson, Janet Green, Mike Jimenez (Principal), Barb Lefkarites, Darla Lopez, Dionne Lozano, Julie Matthews, Diane Miller, Don Nacrelli, Lori Olsen, Norm Ryan, Jeff Thomas (Site Operations Specialist), Diana Tracy, Ginger Tyson, Rob Wright.

Call to order: President Rob Wright called the meeting to order at 6:34 p.m.

Presentation of minutes: Minutes of the 12/3/08 Board meeting were presented. Don moved to approve the minutes as presented. The motion was seconded by Ginger and was adopted.

I. New Business

- a. Campus Improvement:** The Campus Improvement (CI) committee (Maria D'Amato, Paul Gotfredson, Lori Olsen, Diana Tracy and Rob Wright) met during the last week in December to review signage designs for the administration building. They selected the color, size and style (black anodized aluminum) of the letters that will be directly attached to the corrugated brick outside walls. Rob distributed copies of a bid from Miramar Sign Works detailing the size, look, creation and installation fees. Rob suggested, and the board members agreed, that we should get 2 more bids before February's meeting. Any members who know/have contacts at sign companies are asked to contact Rob with the information w/in the next week (rwright@wllawsd.com).

Rob will work on getting dollar figures for the front entrance enhancement, both the clock tower and the sculpture. There was a slight preponderance for the sculpture over the clock tower among members of the CI committee. We will defer deciding between the options depending on the price tags for each.

b. Treasurer's Report:

- Julie distributed a Profit & Loss prev year comparison report and a 2-page Balance Sheet Detail as of Dec. 31, 2008.
- Discussion of the report by Julie highlighted that Tile Orders and Tile Project Disbursements are recorded together for better tracking. Julie needs to ask Barb L. about the scrip receipts (direct deposit vs. check). The fee for Mr. Paul, architect for campus beautification, is included in the item 'Facilities and Grounds'. The snack bar receipts are up from last year. Don is purchasing the supplies and turning over net proceeds to Julie, so there are no snack bar disbursements as in previous years.
- Net assets are \$47,713.66.
- Mr. Jimenez needs to submit an invoice to Julie for lighting repairs.

c. Membership Committee Report:

No report.

d. Snack Bar:

- Don reported that the first home basketball game is on Friday night, January 16. The season includes 6 home games. A wrestling tourney is scheduled for this weekend (Jan.10, 11) and they may have their own snack bar set up.
- Thank you to Janet for storing the snack bar food/drinks in her home that could not be left at school over break.
- Jeff reported that the district has a contract with Coca-Cola.
- Don will padlock the cabinet in the basketball snack bar to defray theft of candy stock.

e. Auction:

- Ginger and Darla reported on the plans:
 - March 14 is the date for the Auction dinner at the Marriott Liberty Station.
 - Food has been selected
 - Need to secure the auctioneer/Dan
 - Need to get a DJ
 - Need an M.C. for live auction/Terry Burhans mentioned
 - Need donations for baskets, fillers, live auction items—parking spaces for graduation, limo rides, hotel stays, airfare/miles/ Duke Sobek mentioned as contact for hospitality industry
 - Need volunteers to visit local business and follow up on letters
 - Julie has ordered a charge machine like those used in POS for checkout

f. Other Matters:

1. No report

Meeting adjourned at 7:15 .m.

Items for follow up

- ✓ Advertise the Legacy Wall tiles in *Serra Spirit* (next one folded on 1/30/09)—Lori
- ✓ Get 2 more bids for administration building lettering before Feb. 4 meeting—CI Committee
- ✓ Submit an invoice for lighting repair to treasurer-Mr.Jimenez
- ✓ Get auctioneer for dinner-Lori
- ✓ Get Terry Burhans as emcee for dinner-Rob
- ✓ Ask Duke Sobek about hospitality donations for dinner-Rob
- ✓ **Attend the Auction dinner meeting on Tues., Jan.13** 6:30 p.m. @ Darla's home [address is on your contact list]—bring a basket/filler and sign up for a job to help in the planning process

NEXT MEETING: Wednesday, February 4, 2009, at 6:30 p.m., Serra High School Media Center.

Janet R. Green
Foundation Secretary
02/10/09 revised