

Serra High School Foundation, Inc. General Board Meeting Minutes

February 4, 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: Liz Adamski, Kim Gotfredson, Paul Gotfredson, Janet Green, Mike Jimenez (Principal), Barb Lefkarites, Darla Lopez, Dionne Lozano, Julie Matthews, Don Nacrelli, Lori Olsen, Jeff Thomas (Site Operations Specialist), Diana Tracy, Rob Wright.

Call to order: President Rob Wright called the meeting to order at 6:35 p.m.

Presentation of minutes: Minutes of the 12/3/08 Board meeting were presented. Rob requested the removal of the word 'peachy' from Treasurer's report, item I b. Don moved to approve the amended minutes and the motion was carried unanimously.

I. New Business

Campus Improvement: Rob presented information on a 2nd bid for the Administration building signage for the Campus Improvement (CI) committee. Rob suggested authorizing the subcommittee to take bids and negotiate contracts with the best bid. Diana brought in a 3rd bid. Three bids are under consideration: Miramar Sign Works, CalNeon and Signtech. District forms need to be submitted because a building will be changed. Jeff will investigate what is needed and what the approval turnaround time will be. Jeff said that the district has a 2 step process—first we need to get approval and then we will have to have the contractor approved. Jeff will contact Rob when the project approval is done. On Friday, Feb.7, Rob and Diana are meeting at Anthony's at the bay to look at the statuary that the Port District has installed. Other members of the Foundation are invited to meet as well.

a. Auction:

- Darla reported for the committee that the invitations have arrived and will be in the mail by next week.
- Auction flyers were in the Serra Spirit issue of January 30.
- Administration approved posting a flyer at the front desk.
- Darla asked if the school has a stage to use. Ginger has one from her elementary school but it is very heavy. Jeff said that Serra has one and that they make an appt. for it to be moved to the field for graduation each year. Jeff will find out where the stage is and how to get it transported.
- Since this is the 20th anniversary of the Foundation, the committee would like to honor the 20 year staff members and send them a special invitation. Jeff will send an email with the names of the staff that have been here 20 years.
- Coaches and booster clubs been reminded that we would like an auction basket.
- The marquee has been repaired; auction info will be on there tonight per Jeff.
- Reyman Photography would like to sell photos at the event and give the profits to the Foundation. They also are donating a family park setting photo (16X20) for a basket.
- Darla asked Liz if she would help with the limo donation for the prom package, which will also include tux rental, corsage and boutonniere.
- Darla reported that we need live auction items; need high dollar dinner gift certificates; have a Havanese/Pekinese mix puppy; need cash to buy wine.
- *Panda Express* donated certificates and also will do fundraising nights on 2/20 and 2/21 with flyers that Darla will give to administration to be distributed to the students.

- Duke Sobek has agreed to send donation letters to hoteliers. Darla will send Rob a copy of the letters by 2/7.
- Terry Burhans will do the silent auction and emcee.
- Dan Morris will be the auctioneer. Billy Fallon is checking on his availability to be DJ for the evening.

b. Treasurer's report: Julie distributed a P&L statement and balance sheet statement. We have \$47,530.00 on hand.

c. Membership committee report: A check from corporate sponsor Adjust Physical Therapy was received.

d. Snack Bar:

- Don reported \$2,100.00 in receipts with a net of \$7,000.00.
- This was Don's last year as coordinator. A HUGE THANK YOU for doing a thankless job cheerfully. He will meet with next year's coordinator and go over the job with them. Don recommends that we look for a buyer to help the coordinator.
- There is now a lock on the basketball snack bar cabinet.
- There were 3 evenings that the basketball snack bar was open for home games. We made \$800.00 on 2 nights and only \$300.00 on the 3rd night when there was competition from another snack bar. Previously the understanding had been that there would be exclusivity for the Foundation snack bar at football and basketball games. We lost \$300.00 that one evening; the exclusivity arrangement needs to be reestablished.

e. Legacy Wall Tiles:

- Lori reported that the sales have been a really slow process. Lori sent 100 letters to 'solid' alumni and received 2 responses.
- Only 13 tiles have been sold. We need to have 87 more sold before we can order the first 100 tiles.
- Discussion ensued on the best way to advertise the tiles, perhaps a concept drawing that could be displayed at the Auction dinner and/or a display in the administration lobby display case. Rob suggested hiring a graphic artist to create a concept drawing. Don moved to authorize expenditure up to \$250.00 for the concept drawing. The motion was seconded and was approved unanimously. Diana has contacts in the graphic artist community and will email Lori a few names.
- A suggestion was made to raffle off the cost of a tile at the Auction dinner.

f. Grant Committee:

- Paul reported that they had a full meeting with vigorous discussion of the grant requests. The Winter Grant requests consisted of \$1,500.00 for academic requests made by Spears and Nelson; \$5,373.77 for athletic requests made by wrestling, boys basketball, girls and boys lacrosse, track & field and girls basketball; \$2,500.00 to Admin/Other for Freedom Foundation for 2 selected Serra juniors to attend this prestigious national scholastic event (\$300 each) and for STAR testing snacks (\$1,900.00). Total grant amount for winter = \$9,373.77.
- Kim moved to approve the grant requests as submitted by the committee, the motion was seconded and approved unanimously.

- Mike reported that Mr. Pisapia will be submitting a spring request for a banner in the gym for the X-country team, which had the highest GPA in the county of the All Academic teams.

g. **Other matters:** Paul inquired whether we had pursued liability insurance for the directors and officers, as this had been discussed in past minutes. The necessity or lack thereof was debated briefly.

Meeting adjourned at 7:45 .m.

Items for follow up

- ✓ Investigate approval mechanism/paperwork for signage-Jeff
- ✓ Review bids and negotiate contract with sign company for admin signage-C.I. committee
- ✓ Furnish names of 20 year staff to Auction committee-Jeff
- ✓ Investigate if Serra has a stage for use at Auction dinner-Jeff
- ✓ Put Auction dinner date on marquee-Jeff
- ✓ Give Panda Express flyers for fundraiser on 2/20, 2/21 to Jeff for students-Darla
- ✓ Contact limo company (neighbor) for Darla-Liz
- ✓ Need for live auction items, high dollar gift certificates-all
- ✓ Email a list of contact names for graphic artist to do concept drawing for tiles-Diana
- ✓ Contact graphic artist to create concept drawing for use as ad poster at dinner-Lori

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

Janet R. Green
Foundation Secretary
02/12/09