

# Serra High School Foundation, Inc. General Board Meeting Minutes

August 12, 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](http://www.serrafoundation.org)

**APPROVED**

**Present:** Liz Adamski, Kim Gotfredson, Paul Gotfredson, Janet Green, Allison Kahn, Mike Kelly, Julie Matthews, Enrique Munoz, Mark Regn, Norm Ryan, Diana Tracy, and Rob Wright.

- I. **Call to order:** President Norm Ryan called the meeting to order at 6:50 p.m.
- II. **Introductions:** Attendees introduced themselves & their board positions.
- III. **Old Business**
  - a. **Presentation of minutes:** Minutes of the 06/10/09 Board meeting were presented by email and approved as presented. Diana moved to approve the minutes; the motion was seconded by Paul and passed unanimously.
  - b. **Treasurer's report:** Julie Matthews provided a Balance Sheet with previous year comparison, a Profit & Loss statement with previous year comparison and a proposed 09-10 budget. Rob moved to approve the budget report; the motion was seconded by Liz and approved unanimously.
  - c. **President's report:** Norm has had a series of meetings to work on Snack Bar issues and the Legacy wall project.
    - i. Legacy wall tiles: Norm met with designer Michelle Linback who has drawn up a plan for the wall project. The wall will be painted gold and a banner created as a mock-up to visualize the tiles. Her design is made with the intention to expand as more and more tiles are sold. The first tiles have been ordered and should be delivered on or around 8/22.
    - ii. Auction dinner: This is a major fundraiser and unifying event for the Foundation. Norm has met with Darla and Ginger and they are already looking at sites. The date will be in the spring, in March.
    - iii. Snack Bar (SB): The SB will be shared with football (FB)—we provide the labor, they provide the entertainment. Norm distributed a snack bar schedule for the FB events beginning on 8/28. The Foundation will staff the east stand and other groups that have benefited from Foundation funds will staff the west stand. Paul Gotfredson will stock sodas on Thursday night. Jen Joyce is the shopper. New menu items have been added: Burgers, Hot Dogs, and Teriyaki Chix Rice Bowls. Mike Kelly and Enrique Munoz contributed their FB booster insight to the SB discussion. Mike agreed to help Paul with stocking on Thursdays.
    - iv. Norm met with Mike Jimenez to get his 'wish list' from the Foundation. He really wanted the signage and that has been partially accomplished...more signage to come. Test scores are #1 and creating prizes or 'buzz' to enhance the scores is job 1. He would like to see recycling done from the SB (get blue recycle containers?) and would like the doors painted Serra brown (instead of the current blue).
  - d. **Campus Improvement Committee**
    - i. Rob Wright reported that Miramar Sign Works took down the original signage as it had not been properly anodized. They re-anodized it and reinstalled it within a week. The anodized finish should last 10-15 years.
    - ii. Rob is ready to move on Phase II of the signage project. He circulated photos of where the signs will go. Phase II has more letters than Phase I – letters on 'gym' are 20 inches high, others are 14.25 inches. An RFP has been filled out and is now in process at the district. Rob moved to spend up to \$16,360.00 to Miramar

Sign Works to do Phase II signage. The motion was seconded by Liz and passed without opposition.

- iii. Phase III will entail purchase of a pressure washer to remove the sidewalk gum. We will discuss the pressure washer at the next meeting.
- iv. The CI committee welcomes interested Board members to join. The focus will be on the front circle and on the interior courts. Rob mentioned that in the past Russ Stai had organized a painting party to paint the inside hallways of the 200 and 400 buildings. Perhaps this could be done for the outside doors.
- e. **Plaque Project** See President's Report, c. i. above.
- f. **Snack Bar** See President's Report, c.iii. above. Liz mentioned cleaning the Snack Bars and a cleaning work crew is set for 8/22 at 07:00 a.m. The Snack Bar needs to be checked on 8/27 to be ready for the scrimmage games on 8/28. Volunteers need to be assembled to work the Snack Bar on 8/28 and 9/4, before the first day of school.
- g. **Auction** See President's Report, c.ii. above.

#### IV. New Business

##### a. Orientation/Package pickup

- i. Packet pickup for all students will be held Saturday August 22 and Monday August 24 from 0800-1700 both days. Foundation will have a membership table.
- ii. Orientation/registration will be held on Thursday August 27 for freshmen and seniors and Friday August 28 for sophomores and juniors.

b. **Webmaster** Barb Lefkarites is the webmaster ( [blefkarites@projects.sdsu.edu](mailto:blefkarites@projects.sdsu.edu)).

c. **Membership** The Fall membership mixer will be held on Saturday, September 26 at the Tyson home. Save the date and bring a new member!

V. **Adjournment:** The meeting was adjourned at 8:00 p.m.

#### Items for follow up

- ✓ Organize work crews for Snack Bar cleanup on 8/22.
- ✓ Stock and check the Snack Bar inventory on 8/27.
- ✓ Organize and get commitments from Foundation members to work the east side Snack Bar on 8/28 and 9/4. JV FB and cheer to work the west side SB on 8/28 and Class of '13 to work the west side on 9/4.
- ✓ Get recycle containers for Snack Bars and find out who will collect them/take them to recycle.
- ✓ Organize volunteers for Foundation membership tables on 8/27 and 8/28 at Orientation.
- ✓ Purchase the paint and organize a crew to prep and paint the gym foyer legacy wall.

#### Motions passed

- ✓ Approval of 6/10/09 minutes.
- ✓ Approval of 8/12/09 Treasurer's report of Balance Sheet, P&L and proposed budget.
- ✓ Approval to spend up to \$16,360.00 on Phase II signage.

**NEXT MEETING: Wednesday, September 2, 2009 at 6:30 p.m. in the Media Center**

Janet R. Green  
Foundation Secretary  
08/25/09