



Serra High School Foundation

Meeting Minutes
November 4, 2015
6:30 p.m., Media Center

- I. Call To Order at 6:33 pm by Chris Hazeltine.
- II. Members in attendance: Tabor Samuelson, Jessica Serrata, Kristina Hepburn, Vanessa Vallesi, Guy Grande, Heidi Inman, Peter Inman, Jeff Thomas, Chris Hazeltine, Hal Parham, Mike Dunn, Mitch Gruber, Victor Liong, Maria Grande, Tom Wilborn, Brenda Wilborn, Robert Wright, and Liz Hernandez.
- III. Old Business:
 - a. Minutes: Liz Hernandez presented the minutes for the October 2015 meeting. Motion to approve by Vanessa Vallesi. Motion seconded by Mitch Gruber. Motion approved unanimously.
 - b. Treasurer's report:
 - i. Brenda Wilborn presented the Profit & Loss statement ending September 30, 2015. Current cash available \$33,167.85. Motion to approve report by Peter Inman. Motion seconded by Maria Grande. Motion approved unanimously.
 - ii. Statements do not come out until after our meetings, so treasurer's report will be a month behind.
 - iii. We have three accounts for the foundation. Brenda Wilborn checked on the smallest of those accounts and there appears to be no reason to keep that account open. Mike Dunn motioned to close account ending 5030 and transfer the funds in the amount of \$3265.79 to the general fund account ending 7610. Robert Wright seconded the motion. Motion approved unanimously.
 - iv. Taxes have been filed. We owe no taxes. Our address was wrong and we did not receive the renewal for the Charitable Trust. That has now been filed (\$25) and Domestic Nonprofit Corporation filed (\$20). There is a \$50 penalty for late filing for the Domestic Nonprofit.
 - v. Insurance quote to cover foundation for liability coverage. Amount not to exceed \$500. Motion to purchase insurance by Peter Inman. Seconded by Hal Parham. Motion approved unanimously.
 - vi. Treasurer duties currently include depositing and auditing. Brenda Wilborn would like to have those two duties taken over by two other people. Maria Grande has offered to be the Depositor on behalf of the foundation. Motion to appoint Maria Grande to the position of Depositor by Tom Wilborn. Motion seconded by Vanessa Vallesi. Motion approved unanimously. Motion to appoint Mitch Gruber to the position of Auditor by Mike Dunn. Motion seconded by Victor Liong. Motion approved unanimously.

- vii. How long do we need to keep the financial records from past treasurers? Consensus is 7 years.
- c. Principal/Site Representative/Athletic Director: Jeff Thomas reported that the schedules did not need to change this year. Only a few teachers moved around. Next years master schedule has already been started. Homecoming was successful. There were over 800 kids; almost 50%. Prom is June 11th. Graduation June 20th. Athletic packets are out. Physicals are available at the school.
- d. President's report:
 - i. Chris Hazeltine reported on the bocce tournament's alternative location. Tierrasanta Rec Field is closing for sure, so it will not be available for Bocce. Chris is contacting Murphy Canyon Little League to see if we can use their field. Target date is still Jan 23rd.
 - ii. Serra PTO has requested to partner with the Foundation to fund the pSAT for all juniors next year. It costs approximately \$6,000 to cover all juniors. Discussion on how that would work. Jeff Thomas explained the pSAT process and how it helps the students. We have until next September to decide.
- e. Grant Committee: Peter Inman reported our next grant request deadline is 12/9/15. Recommendations will be made to the foundation at the January 6th meeting.
- f. Campus Improvement Committee: Robert Wright reported that there are no lights to illuminate the name of the school on the corner of the admin building. We need to prioritize what the foundation wants to take on.
- g. Snack Bar: Victor Liong reported that we do not have the final numbers yet for the snack bar. Home side faucet needs to be replaced (leaks), the visitor side lights are on 24/7, and sink is clogged. Jeff Thomas made note and will look into that.
- h. Membership: No report
- i. Website: Heidi Inman reported that eScrip has lost Vons, but we can still use the online mall. Also, we should include eScrip information in TierraTimes to help promote it.
- j. Communications: Hal Parham reported he will include eScrip article.
- k. Auction 2016: No report
- l. Golf Tournament: No report

IV. New Business

V. Adjournment 7:42 pm by Chris Hazeltine.

Minuted submitted by:
Liz Hernandez
December 2, 2015