

**San Diego Met High School Foundation
March 2018 Executive Meeting Minutes**

Date, Time, and Location: Wednesday, March 21, 2018 at 4619 Viewridge Ave, San Diego, CA 92123

Meeting called to order by Meridith Coady at 6:10pm

Attendance: Julie Bonnardel, Melissa Agudelo, Lucy Benner, Shawn Coady and Meridith Coady.

January Meeting Minutes: Minutes were approved as presented. Shawn Coady made a motion to approve the minutes with Melissa Agudelo seconding the motion. They were approved unanimously.

Principal's Report: given by Melissa Agudelo

- Upcoming events related to the grant include a principal convening in San Luis Obispo in May, as well as a Big Bang cohort event. All monies need to be spent by August 15, 2018 and the documentation is due to the grant issuer in September. Expense requests to come include airfare, the balance due on lodging, and food costs for the San Luis Obispo event.
- Outreach events have paid dividends; there is an expected total enrollment of 160 students for the 2018-2019 school year. The class of 2019 is expected to be full at 50 students.

Treasurer's Report: given by Shawn Coady

- The financials have been reconciled through February 28, 2018. Julie Bonnardel made a motion to approve the financials with Lucy Benner seconding the motion. They were approved unanimously.
- We currently have \$17,850 in the general fund. The board reviewed the restricted fund balances. Meridith Coady will contact the teachers who have restricted funds to ensure they are aware of the balances in their accounts.
- Tod Ferguson submitted an expense reimbursement request for \$449.97 for the front office remodel. This is in excess of the \$300 already approved by the board. Shawn Coady made a motion to approve the expenditure with Julie Bonnardel seconding the motion. The expenditure was unanimously approved.

Old Business:

- There was discussion about scheduling a celebration event for parents and stakeholders, like an annual gala but of a smaller scale. Some suggestions include using an online silent auction (utilizing mentor relationships) to raise money, doing an event in the Fall as a "welcome back", tying an event to an exhibition night, or doing an event as part of a "bridging" event to welcome our incoming ninth graders. Julie Bonnardel is going to collect more information and we will revisit in May. Related, Melissa Agudelo indicated that the staff is working on putting together a replicable annual calendar and will bring it to the May Foundation meeting. This may assist in planning the event for an appropriate time.

- The student awards celebration is being planned with the input of a committee of students. The intent is to transition to more of an all-school celebration, with improved diversity of awards. This will be tabled to the May meeting for further discussion should the Foundation's involvement be needed.
- The mentor appreciation luncheon is scheduled for Friday, April 13, 2018. It will be catered by Luna Grill for a cost of \$2500. Meridith Coady made a motion to approve the \$2500 expenditure for the luncheon. Lucy Benner seconded the motion and it was approved unanimously.
- It was decided not to make a "hard sell" to the mentors to donate to the Foundation. Robert Fung will acknowledge that he Foundation sponsored the luncheon during the event. Julie Bonnardel is going to put together messaging to families, similar to Giving Tuesday, offering families the ability to "sponsor" a table or mentor to help defray some of the costs of the luncheon. Julie will work directly with Melissa to distribute this communication.

New Business:

- Melissa Agudelo has requested funds for tablecloths and a pop-up tent to be used at outreach events. Meridith Coady made a motion to approve \$750 for these items; Lucy Benner seconded the motion and it was unanimously approved.
- Meridith Coady will contact Luke Silva about having the Foundation represented in the yearbook.
- All current board members have agreed to serve another year on the board. The Auditor and Secretary positions are still open. Melissa Agudelo will assist with identifying potential board members for the term starting in July.

Announcements:

Next meeting is Wednesday, May 16, 2018 at 6pm at Appstar Financial, 4619 Viewridge Avenue, San Diego, 92123.

Meeting adjourned at 7:40pm

Minutes compiled by Meridith Coady

Minutes approved on May 16, 2018