

**Junction Educational Foundation
Board of Directors Meeting**



MEETING DETAILS		
DATE	TIME	LOCATION
Thursday, August 3, 2017	5:00 – 6:30 P.M.	Junction Elementary Palo Cedro, CA

ATTENDEES		
Board Members Present	Kelly Lindblom: President Jessie Ambrozevitch: Secretary Erica Stark: Treasurer Melisa Wood: Board Member Meghann Ryan: Board Member Terri Henry: Board Member Andy Zappettini: Board Member Shawn Martinez: Principal Guest: Josh Wiley Heather Richards: Alternate Board Member Rich Gifford: Board Member	Strikethrough indicates NOT in attendance.

AGENDA		
TOPIC	MEETING NOTES	ACTION ITEMS
Opening	The Junction Educational Foundation Board of Directors meeting is called to order by Kelly Lindblom, Vice President, at 5:02 p.m., at Junction School in Palo Cedro.	
Business Updates	Wells Fargo Advisor Presentation: Guest Josh Wiley - Overall goal is to build, manage and protect: set up. We're liable for the money, investment policies in place. Money Markets, CDs, growing accounts. Set up an account that everyone signs on to, who is in control? Main point of contact and emergency contact. The dollar amount goes into the account. What this money	Erica to prepare tax documents in August.

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	<p>earmarked for? Investment policy, which are guidelines. Short-term (operating expense), mid-term and long-term (5-10 years) buckets of money. Long-term use that money in a money manager which would be a mutual fund most likely.</p> <p>Investment Policy is the critical and then figuring out how to invest the money. What are some ratios for the different terms. Typically, 50% equity split. There's usually 15% in money markets for short-term investments. Mostly, it's always good to investment. There's a 1% or 1.25% fee to manage it, as the accounts get bigger the fees go down. His minimum is typically \$100,000. Working with organizations, he can get referrals so it's worth his time. Likes helping out schools. CDs could yield a few hundred dollars vs. a few cents.</p> <p>JEF goal to invest our money, long-term to help earn funds in the future. What's the process? How much money?</p> <p>In a mutual fund, the money is not locked in, can have a check within 3 days. Dividends can be sent out. Could use the dividends to reinvest. Give it at least 5 years, that's where you get the compounding interest and take a decade.</p> <p>Different types of foundations, typically 5% of endowments would be taken out, you could do more but need to adhere to taxes, etc.</p> <p>Change in board members, they would have to redo the paperwork.</p> <p>Meeting Minutes: Review of June and July minutes</p> <p>June meeting minutes additions: Erica by phone at 7:30 p.m. Kelly said they discussed goals for improving communication with staff at Junction. Discussed ways that JEF can plan with the school and teachers, so there isn't as many fundraisers (non-JEF) to not overburden parents.</p> <p>Andy motions to approve June minutes, Melisa 2nds. All approved, none</p>	

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	<p>opposed.</p> <p>Melisa motions to approve the July minutes, Erica 2nds. All in favor, none opposed.</p> <p>Treasurer's Report: Erica has still not had access to the computer in room one. Tabled to next meeting. Around \$56,000 in checking account.</p> <p>Tax Preparer: Erica to meet with an accountant, basic filing for a non-profit is \$350.</p> <p>Printing costs: How can we reduce costs? Erica may have another contact and will provide an update.</p> <p>JEF Strategic Planning Discussion: Reference Business Plan document.</p> <p>Business Plan Review: *See Business Plan/Details</p> <p>Goals: Grant Projects, Events, Fundraisers and Communication Plan. Define 2-3 grant in which projects will be submitted, establish a budget that encompasses the short term and long term. Fundraising and reduce the number of fundraisers. Improve communication with the school board, administration, parents and community.</p> <p>Administration Fees: What should be the standard percentage for a non-profit?</p> <p>Band Teacher: Band teacher from Foothill, will be at the school 12:30 to 3:30 p.m. working through the logistics with timing to get the 4th and 5th graders included in the teacher's schedules. Concerns about a limited time with the students, could be just 20 minutes. Shawn recommended obtaining grants, including Kids Rock.</p> <p>Robotics Program: JEF would like to support this program. We need to inform the staff to see which teachers are interested in supporting. Andy recommends JEF funding a</p>	

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	<p>skilled aid. We may need to fund new kits, 6 units cost around \$1,800 previously. Kids are able to share kits (could split the cost with the district). We need to contact the professor at Shasta College, Andy will make that contact. Kelly to work with Shawn and Rich to obtain the details. Need to confirm 0 hour, a teacher and student interest. Last year it was 3 days a week, recommended that it should be 3 days a week Tue-Thurs. Also, student mentors are available.</p> <p>After School Program: There is a director that has been hired. We need to get some additional information from the district. Is JEF able to meet the new director? Kelly to follow up with Rich.</p> <p>JESD Staff Meeting: Melisa requests that we have a formal presentation to the teachers at a staff meeting. We'll need to request time from the new principal. JEF also needs to be present at the event scheduling meeting. Kelly has requested a time to meet to at the next meeting. Schedule: Melisa to review the list of events with the staff at the next meeting.</p>	
<p>Events & Activities</p>	<p>California Math Festival: Winter in January or February of 2018. Concerns about the cost. Hope is trying to get a grant cover a portion of the cost. We'll need to manage the expenses. Rich suggest that we just host the day event and not the evening event or change up the event to be more impactful.</p> <p>Moonlight Harvest Festival: Melisa: Welch Enterprises \$250/Advanced Home Cinema \$500/\$Reiner Chiropractic \$100/Reiner, Slaughter, McCartney & Frankel \$500 Andy: Pyramid Concrete: \$250 and possibly from JB Roofing \$250. *See additional details in subcommittee notes.</p> <p>Ducky Derby: Heather volunteered to manage the fundraiser.</p>	<p>Jessie to contact Holiday to</p>

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		schedule days to sell tickets.
Parent Outreach	<p>Parent Lists: Parent Contact Information - Shawn is going to see if we can research if we can add a box to the back to school form to get permission to obtain parent contact information including email addresses.</p> <p>Junction Apparel: Will have 3 new logos designed. Jessie submitted the request via Upwork.</p> <p>Jessie makes a motion to approve an online ordering system for Junction apparel. Erica 2nds. All in motion, none opposed.</p>	
Adjournment	<p>Kelly adjourns the meeting at 7:40p.m.</p> <p>The next Board meeting will take place on Thursday, September 7, 2017 at 5:00 p.m.</p>	