

Friends of Alice Birney Elementary

Wednesday, December 6, 2017

Birney Elementary

Time	Item	Who	Action	Attachment
6:00 PM	1. Approve December Agenda	Board members	Motion/ Vote	None
6:02 PM	2. Approve minutes from October 5, 2017	Board members	Motion/ Vote	Attachment A
6:05 PM	3. Review Agenda from November 2, 2017	Board members	No	Attachment B
6:07 PM	4. Review minutes from November 2, 2017	Board members	No	Attachment C
6:10 PM	5. Treasurer's Report	Nikki	Yes	Attachment D
6:35 PM	6. Big Give	Brenda	No	None
6:55 PM	7. Business Sponsorship	Chris L	No	None
7:10 PM	8. RFTG	Tulip	No	None
7:30 PM	10. Adjourn	Board members	Motion/ Vote	None

MINUTES
10/5/2017 Meeting – Birney Elementary – Rm 6

Meeting Called to Order by Wendy – 6:04 PM

Topic	Discussion	Action
Agenda	Reviewed - Approved	Motion by Wendy/Tulip
Minutes	Reviewed - Approved	Motion by Wendy / Sarah
Attendance	Wendy DeCesare President Chris Jaccard Vice President Nikki Bergstrom Treasurer Brenda Anderson Secretary Amanda Hammond Williams Principal Sarah McLure Chris LaZich Cris Scorza Tulip Howard Guest: Shelley Jaccard	
Financial	TREASURER'S REPORT - Nikki Bergstrom <ul style="list-style-type: none"> • Review Budget <ul style="list-style-type: none"> ○ Deposits - \$2,210 ○ Disbursements - \$2403 ○ Checking - \$59,858 ○ Debit - \$200 ○ MM - \$28,579 • Parent volunteer CPA <ul style="list-style-type: none"> ○ File tax returns by Nov 15 ○ Nikki to as if she'd like some type of recognition ○ Also need help with 1099s ○ Motion to approve Erin as tax preparer <ul style="list-style-type: none"> ▪ Wendy/Nikki • Raffle License <ul style="list-style-type: none"> ○ Submit late financial report for raffle license for prior year raffle ○ Nikki to contact Molly / Shelley for registration # ○ Breakdown of raffle tickets vs sales vs bar sales from BNO ○ Possibility of making it an opportunity drawing if need to • Invoicing <ul style="list-style-type: none"> ○ Nikki to remind Mindy monthly to submit invoices 	
Fundraising Report And additional information	Padres <ul style="list-style-type: none"> • 56 tickets sole; \$15.75 per ticket; profit \$238 • Summer game - \$100 deposit • Will give us an incentive • Sarah to follow up on possible night game • 1st weekend of June The Gulls <ul style="list-style-type: none"> • Nov. 17th • \$200 deposit • On ice picture incentive Fall Fundraiser <ul style="list-style-type: none"> • Lots of cash donations • Hasn't picked up from classrooms yet • Need help with flyers 	

	<ul style="list-style-type: none"> ○ Coordinate with cone zone – put pre-printed in box ● Also needs help at kinder gate ● Need updated flyer – mix it up – new message with new picture ● Need to switch up the case in front of school – emphasize kitchen gadgets and not just the bags <p>BNO</p> <ul style="list-style-type: none"> ● 10/20 ● 80s theme and costume contest ● VIPs booth – teachers / staff get reserved booth - \$200 <ul style="list-style-type: none"> ○ \$100 for high top table ● Promotion during Family Friday – DJ Barry video ● Prime Time is handling childcare <ul style="list-style-type: none"> ○ Liability waivers signed ○ \$10 per kid in advance / \$15 at the door ● Checking into Lyft / Reaching out to resource regarding parent volunteer with fleet of cars <p>Dinner Nights</p> <ul style="list-style-type: none"> ● Jan 23 – Chipotle ● Nov 9 – Chipotle ● Dec. 5th – Panera ● Feb 13th – CPK ● June 5th – Unconfirmed ● July 10th – CPK ● Pop Pie – collaboration every other Family Friday ● Nomad Donuts – a couple during the year ● Cueva Bar – Maybe??? Some kind of garden collaboration <p>Sponsorship Form</p> <ul style="list-style-type: none"> ● Turn into Chris L ● \$100 level is for cash ● Add text for higher donations – please contact directly ● Kati has list of who donated last year <ul style="list-style-type: none"> ○ Wendy / Chris L to reach out 	
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Other business	<p>The Giving Bee</p> <ul style="list-style-type: none"> ● Give the gift of time ● Volunteer for events from the Giving Bee ● Need \$50 from FOABE / PTA ● Still need to encourage sign up online <ul style="list-style-type: none"> ○ Put message on bottom of stickie ● Chair own responsibility of putting stickies on Bee <p>Fall Fling</p> <ul style="list-style-type: none"> ● Different angle to Harvest Festival ● Bean bag toss / pie baking contest ● Contact manufacturer for Corn Hole?? ● Close down Meade – beer garden ● Tulip to get ball rolling after Pop Pie anniversary ● Will take an investment – security / porta potties / etc. ● Outreach to community association ● Need to understand what deadlines could fall in this years budget <p>New Fundraising</p> <ul style="list-style-type: none"> ● December Nights? - need parking committee <ul style="list-style-type: none"> ○ Halloween 	
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	<ul style="list-style-type: none"> ○ Famers Market ● Star Wars Movie Theatre – Chris L to find out cost of buying theatre for movie ● T-shirts – with aerial of peace sign and heart <ul style="list-style-type: none"> ○ Don't want to cannibalize PTA tshirt sales ○ Tulip to follow up with Andy on small sample set ● Junior Achievement <ul style="list-style-type: none"> ○ JA Day – Chris J to contact Mr Lyons ○ Possibly do on Saturday school day ○ Chris resend Amanda email with info 	
Adjourn	Meeting adjourn at 7:50 pm	Wendy / Chris L
Next Meeting	November 2nd at 6:00 PM	

Friends of Alice Birney Elementary

Thursday, November 2, 2017

Birney Elementary

Time	Item	Who	Action	Attachment
6:00 PM	1. Approve Agenda	Board Members	Motion/ Vote	None
6:02 PM	2. Approve minutes of October 5, 2017	Board Members	Motion/ Vote	Attachment A
6:05 PM	3. Treasurer's Report	Nikki	Yes	Attachment B
6:25 PM	4. Grants	Caroline/Aryn/ Shannon	No	None
6:45 PM	5. Big Give	Brenda	No	None
7:05 PM	6. Business Sponsorship	Chris L	No	None
7:20 PM	7. Miscellaneous	Board Members	No	None
7:30 PM	8. Adjourn	Board Members	Motion/ Vote	None

MINUTES
11/2/2017 Meeting – Birney Elementary – Rm 6

Meeting Called to Order by Wendy – 6:07 PM

Topic	Discussion	Action
Agenda	Not enough members for quorum so meeting is for informational purposes only. - No approval needed for agenda and minutes but both were reviewed for content – no additions	Motion by
Minutes	Not enough members for quorum so meeting is for informational purposes only. - No approval needed for agenda and minutes but both were reviewed for content – no additions	Motion by
Attendance	Wendy DeCesare President Chris Jaccard Vice President Nikki Bergstrom Treasurer Sarah McLure Guest: Caroline McKeown	
Financial	TREASURER’S REPORT - Nikki Bergstrom <ul style="list-style-type: none"> • Fall Fundraiser net proceeds of \$17,835 • Game Truck will not cost more than \$500 (per Janet Snook, Fundraiser Chair) • \$6,500 came from straight cash donations (guest Caroline McKeown asked if we could track cash donations, Nikki affirmed). Discussion ensued about the high difference from last year. With this vendor, hard to tell catalog vs. online sales so not differentiated. • BNO net proceeds of \$5976.83. • Nikki will update website for BNO donors. • Two checks were returned for insufficient funds/no account. Discussion ensued about how to reconcile. All in agreement that Nikki will make an attempt to reach out to account holders but there is money allocated in budget to cover fees. • Taxes were filed with help from parent accountant volunteer (ESP). Will do 1099 when due. Parent also offered to help with Guidestar and other resources. Caroline McKeown confirmed Guidestar is up to date. • “Program income” possibly causing problems with accounting (e.g., proceeds from Ms. Mindy’s garden farm stand). Discussion ensued with solution to turn into administration or donation. Nikki to confirm with Ms. Mindy she is amenable. 	
Fundraising Report And additional information	Caroline McKeown presented on Grants <ul style="list-style-type: none"> - Need more people for committee - Identified biggest need is for garden shade - Committee decision not to go for grants for specific new programs at this time due to low resources <ul style="list-style-type: none"> • Las Patronas request is pending • American Association of Dermatology is now pending since rec’d letter of recommendation from dermatologist. • Spoke on need for “concierge” volunteer to assist teachers with DonorsChoose and hope for formation of “IB Education Enrichment Committee (would seek out grants for field trips, supplies and assemblies) • Reviewed that they have set up official channel and pool of official internal documents and protocols for grant-writing. She will possibly present at next Family Friday. • Nikki offered to set up official email through FOABE 	

	<ul style="list-style-type: none"> • Discussion ensued regarding tracking system for grants and business sponsorships. Moving away from Donor Tools because too cumbersome, possibly Microsoft Non Profit re: new database, waiting to hear back if qualify. • Nikki confirmed planning calendar is in progress. <p>Wendy presented Big Give and Business Sponsorship</p> <ul style="list-style-type: none"> • Planning for Big Give will commence after Thanksgiving. Beth Deig will be assisting Brenda Anderson. • Chris L. and Wendy currently organizing spreadsheet to assist in reaching out to people regarding sponsorships. Signs have been approved to be posted on Campus Ave. near preschool. • Reviewed new pledge form • Caroline suggested reaching out to Adams Avenue Business Association and Hillcrest Business Association by attending monthly meetings • Wendy asked whether calendar year for signage is deterrent to donating, consensus is no. She requested assistance with volunteers to reach out to businesses. <p>Fall Fundraiser Wrap-Up</p> <ul style="list-style-type: none"> • Orders coming on 11/13, will need assistance in distribution • Janet Snook finalizing game truck, sometime after Thanksgiving 	
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Other business	<ul style="list-style-type: none"> • Nikki is checking on Amazon storefront. • Chris J. asked if we should announce contribution via brokerage account, in what format. Will be added to website. • Chris J. presented update on JA day, 5th grade teachers declined curriculum but JA Day is still possible for 3rd, 5th graders. Chris J. is waiting on feedback from JA re: how other IB schools incorporate into curriculum/calendar. • Nikki reached out to Jefferson re: PledgeStar (possible tool for RFTG). Appears that fees max out at less than \$1000, income portal only. 	
Adjourn	Meeting adjourn at 7:42 pm	
Next Meeting	December 7 th at 6:00 PM	

Date	Type	Number	Description	Amount	Totals
x_Chase Checking					
					<u>\$ 0.00</u>
					<u>\$ 0.00</u>
					<u>\$ 0.00</u>
					<u>\$ 0.00</u>
MFCU Checking ID 09					
					<u>\$ 59,665.41</u>
Deposited Income					
10/30/2017	DEPOSIT		multiple deposits	\$ 22,752.00	
10/30/2017	DEPOSIT		multiple deposits	725.76	
10/30/2017	DEPOSIT		BNO-1 cash and checks	2,847.00	
10/30/2017	DEPOSIT		Amazon Store Front	103.00	
11/08/2017	DEPOSIT		deposit 11/08/2017	2,278.46	
11/15/2017	DEPOSIT		Amazon Smile ACH	56.81	
11/17/2017	DEPOSIT		deposit gulls money, family dinner nights, admin	3,030.70	
11/29/2017	DEPOSIT		Amazon Store Front ACH	132.78	
			TOTAL		<u>\$ 31,926.51</u>
Voided Checks					
10/16/2017	VOID CHECK		denied application- new check written for resubmission	\$ 20.00	
			TOTAL		<u>\$ 20.00</u>
Adjustments/Transfers					
10/31/2017	ADJUSTMENT	227	correct fall fundraiser check total from receipt 405h	\$ 553.00	
			TOTAL		<u>\$ 553.00</u>
Total Deposits					
					<u>\$ 32,499.51</u>
Checks					
10/02/2017	CHECK	369	IES Language Foundation, Spanish 9/4/17-9/25/17 Invoice 93017	\$ 3,352.00	
10/05/2017	CHECK	370	Dig Down Deep, Garden 9/5-9/29 Invoice 2017-15	3,740.00	
10/05/2017	CHECK	371	Heather Kin, Childcare- Board Mtg 10/5	30.00	
10/05/2017	CHECK	372	San Diego Gulls, Ticket Deposit	200.00	
10/19/2017	CHECK	373	Shelley Jaccard, BNO-1 supply reimbursement	59.02	
10/19/2017	CHECK	374	Heather Kin, Childcare- Parent Org Mtg 10/19/17	30.00	
10/19/2017	CHECK	375	San Diego Padres, Ticket Deposit	100.00	
10/19/2017	CHECK	376	Alice Birney Elementary, Art July-Sept 2017	5,880.00	
10/19/2017	CHECK	377	Jaclyn Bergstrom, Postage and Hospitality reimbursement	57.78	
10/19/2017	CHECK	378	Wendy DeCesare, Pizza for Parent Org Mtg 10/19/17	100.00	
10/25/2017	CHECK	379	Mixed Bag Designs, Fall Fundraiser 355050 Order Invoice	6,437.69	

<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
11/30/2017	ADJUSTMENT	229	Reduce gross PayPal deposit by fees	1.89	
				TOTAL	<u>\$ 86.85</u>
Total Disbursements					<u>\$ 86.85</u>
Balance On Hand 11/30/2017					<u>\$ 3,620.79</u>
MFCU Money Market ID 02					
Balance On Hand 10/1/2017					<u>\$ 28,582.55</u>
Adjustments/Transfers					
10/31/2017	ADJUSTMENT	225	deposit dividend tiered rate	\$ 3.64	
11/30/2017	ADJUSTMENT	230	Deposit Dividend Tiered Rate	3.52	
				TOTAL	<u>\$ 7.16</u>
Total Deposits					<u>\$ 7.16</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 11/30/2017					<u>\$ 28,589.71</u>
MFCU Checking ID 10					
Balance On Hand 10/1/2017					<u>\$ 200.00</u>
Total Deposits					<u>\$ 0.00</u>
Adjustments/Transfers					
10/19/2017	ADJUSTMENT	226	debit card withdrawal for MailChimp	\$ 17.00	
				TOTAL	<u>\$ 17.00</u>
Total Disbursements					<u>\$ 17.00</u>
Balance On Hand 11/30/2017					<u>\$ 183.00</u>
PayPal Fees - Pride Parking					
Balance On Hand 10/1/2017					<u>\$ 0.00</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 11/30/2017					<u>\$ 0.00</u>

	<u>Selected Period</u>	<u>Year to Date</u>	<u>Budget</u>
Cash Balance Forward			
MFCU Checking ID 09	59,665.41	63,138.91	63,138.91
MFCU Checking ID 10	200.00	200.00	200.00
MFCU Money Market ID 02	28,582.55	28,571.75	28,571.75
MFCU Savings ID 01	0.00	0.00	0.00
PayPal Account	532.64	2,565.85	2,565.85
Total Cash Balance Forward	\$ 88,980.60	\$ 94,476.51	\$ 94,476.51
Receipts			
Administration			
Donations - Administration	4,246.03	4,657.15	11,000.00
Donations - Community	1,000.00	1,237.16	13,000.00
Grants from Others (Non-Program Related)	0.00	0.00	1,500.00
Interest Income	7.16	17.96	50.00
Use of Emergency Reserve	0.00	0.00	8,158.00
Fundraisers			
Amazon Smile	56.81	115.32	200.00
Amazon Store Front	235.78	566.04	3,000.00
Big Give	0.00	0.00	23,000.00
BNO-1 (Birney Night Out)	6,317.00	6,317.00	5,000.00
BNO-2 (Birney Night Out)	0.00	0.00	5,000.00
Fall Fundraiser	23,363.06	24,311.06	17,000.00
Family Dinner Nights	798.05	798.05	3,000.00
Monthly Contributions (Give a Latte)	120.00	400.00	3,000.00
Padres/Gulls	1,380.00	2,500.00	1,800.00
Pride Parking	0.00	6,777.60	6,700.00
Run for the Green	0.00	0.00	30,000.00
Total Receipts	\$ 37,523.89	\$ 47,697.34	\$ 131,408.00
Expenses			
Administration			
Advertising & Promotion	0.00	434.96	1,500.00
Attendance Reward	0.00	0.00	1,500.00
Bank Charges	4.84	13.03	50.00
Bank Charges - NSF	30.00	30.00	25.00
Childcare	90.00	180.00	400.00
Computer Expense	17.00	424.00	1,100.00
IB Assemblies	0.00	0.00	1,200.00
IB Enrichment- Grade 0	336.00	336.00	2,002.00
IB Enrichment- Grade 1	0.00	0.00	1,901.00
IB Enrichment- Grade 2	0.00	0.00	1,981.00
IB Enrichment- Grade 3	0.00	0.00	1,921.00
IB Enrichment- Grade 4	0.00	0.00	1,294.00
IB Enrichment- Grade 5	0.00	243.69	1,901.00
Insurance	0.00	0.00	805.00
Meeting Hospitality	134.03	134.03	1,100.00
Operating Expenses	25.00	25.00	400.00
PayPal Fees - Administration	0.00	9.03	50.00
Postage	23.75	38.45	50.00
Supplies	0.00	0.00	150.00
Fundraisers			
Big Give	0.00	0.00	500.00
BNO-1 (Birney Night Out)	455.42	475.42	300.00
BNO-2 (Birney Night Out)	(10.00)	10.00	300.00
Fall Fundraiser	6,898.65	6,920.07	8,500.00
Monthly Contributions (Give a Latte)	4.74	15.40	100.00

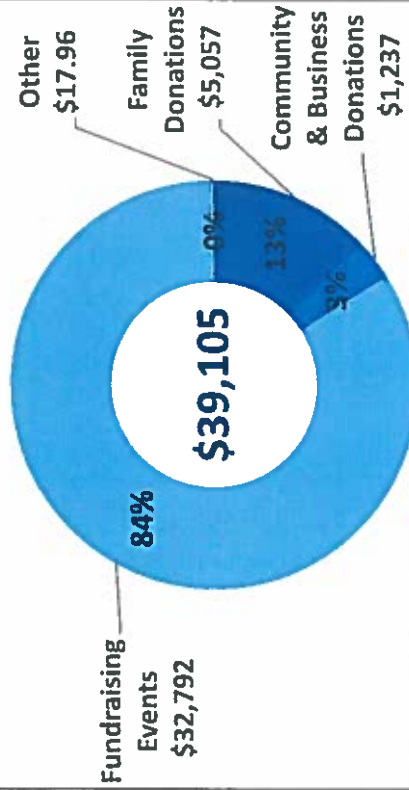
388	San Diego Unified School District	Reading Program Lunch, offset Zurich Hosting Reserve	250.00
389	San Diego Unified School District	Pride parking permit fee	10.00

Signature

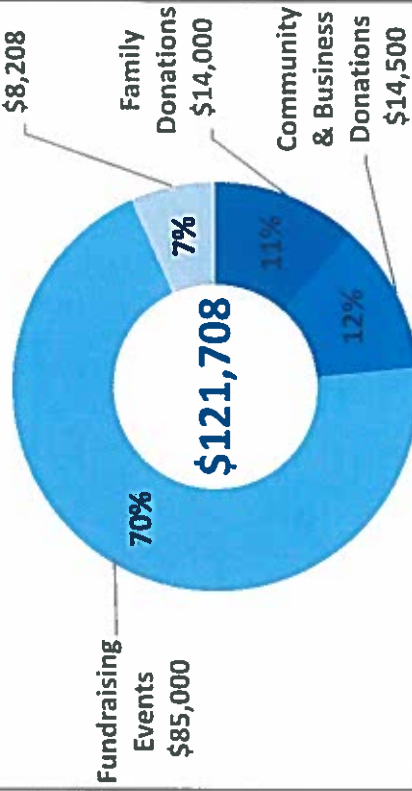
Date

Name	From July 1, 2017 to December 5, 2017		
	Revenue	Expense	Net
Amazon Smile	\$ 115.32	\$ 0.00	\$ 115.32
Amazon Store Front	566.04	0.00	566.04
Big Give	0.00	0.00	0.00
BNO-1 (Birney Night Out)	6,317.00	475.42	5,841.58
BNO-2 (Birney Night Out)	0.00	10.00	(10.00)
DonorNation	0.00	0.00	0.00
EScrip Gift Card	0.00	0.00	0.00
Fall Fundraiser	24,311.06	6,920.07	17,390.99
Family Dinner Nights	798.05	0.00	798.05
Grants (for budgeting only)	0.00	0.00	0.00
Harvest Festival	0.00	0.00	0.00
Monthly Contributions (Give a Latte)	400.00	15.40	384.60
Padres/Gulls	2,500.00	2,155.00	345.00
Pride Parking	6,777.60	405.96	6,371.64
Ralph's and Food4Less card	0.00	0.00	0.00
Run for the Green	0.00	339.25	(339.25)
	<u>\$ 41,785.07</u>	<u>\$ 10,321.10</u>	<u>\$ 31,463.97</u>

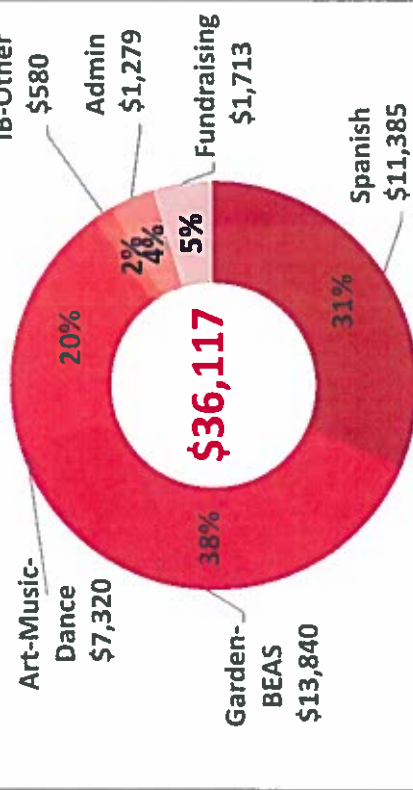
Funds Raised 7/1/17 to 11/30/17



Fundraising Goals 2017-2018



Expenses 7/1/17 to 11/30/17



Art-Music- Expenses 2017-2018

