

Friends of Alice Birney Elementary
5/12/16
Birney Elementary, Room 26 - Mr. O'Malley's room

Time	Item	Who	Action	Attachment
6:00 PM	1. Approve Agenda	Board members	Motion/ Vote	None
6:02 PM	2. Approve minutes of 3/12/15	Board members	Motion/ Vote	Attachment A
6:05 PM	3. Treasurer's Report	Chris	No	Attachment B
6:15 PM	4. Garden Curriculum Enhancements	Amanda	Motion/Vote	None
6:25 PM	5. RFG recap	Tulip	No	None
6:35 PM	6. Pride	Tom	No	None
6:45 PM	7. Grants/UCIBF Updates	Aryn	No	None
6:55 AM	8. Diversionary Theater	Beth		None
7:00 PM	9. Canvassing Committee	Kati/Beth	No	None
7:10 PM	10. Exploratory Committee	Beth	No	None
7:15 PM	11. Board Elections	Board members	Motion/ Vote	Attachment C
7:30 PM	12. Adjourn	Board members	Motion/ Vote	None

<u>2015/2016 FOABE</u>		<u>Committee chairs</u>	
<u>meeting dates and main topic of discussion</u>			
9/10/15	Budget, UHUH, Committees	Budget	Chris Jaccard
10/8/15	UHUH, PNO#1, Canvassing	UHUH Festival	Jennifer Ayala
11/12/15	BNO #1, Big Give	Birney Nights Out	Lyn Patterson
12/10/15	Big Give	Canvassing	Jennifer Ayala
2/11/16	RFTG, BNO #2	Run for the Green	Tulip Howard
3/10/16	Joint PTA/FOABE mtg	Pride Parking	Tom O'Malley
5/12/16	Elections, Canvassing	Big Give	Brenda Anderson
6/9/16	Election Night, Pride Parking	Grant Writing	Aryn Famiglietti
7/7/16	Year in Review	PTA Liason	Aryn Famiglietti
8/11/16	Budget	Passive Fundraising	
		Website/Eblast	Nikki Bergstrom
		Parent Coffee Connect	Tulip Howard
		Elections	Beth Deig

	<p>joint meetings in the future: Generally, people liked the idea of joint meetings. They could increase awareness of the needs of both organizations & also increase the creative input/sharing of ideas. It would be easier for people to be involved in initiatives for both organizations without having to attend multiple meetings. However, because both organizations have specific requirements for their meetings, this could make joint meetings difficult to run on a regular basis.</p>	
Adjourn	Meeting adjourn at 7:50 pm	
Next Meeting	May 12, 2016 – Room 26 – 6 pm	

Category	Type	Balance
Assets		
Accounts Receivable	Asset	\$ 0.00
Cash Box	Asset	0.00
Fixed Assets	Asset	0.00
Inventory	Asset	0.00
Investments	Asset	0.00
MFCU Checking	Bank	92,354.27
MFCU Savings	Bank	28,530.21
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	85.92
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
Total Assets		\$ 120,970.40
Liabilities		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
Total Liabilities		\$ 0.00
Fund Balance		
Emergency Reserve	Carry-Over/Restricted	\$ 28,500.00
Fund Balance	Carry-Over/Restricted	31,880.59
Garden Supplies/Equipment	Carry-Over/Restricted	4,116.09
IB Materials	Carry-Over/Restricted	2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016	Carry-Over/Restricted	3,631.28
Zurich University Hosting	Carry-Over/Restricted	1,500.00
Change in Fund Balance		48,459.94
Total Fund Balance		\$ 120,970.40
Total Liabilities and Fund Balance		\$ 120,970.40

	Selected Period	Year to Date	Budget
Cash Balance Forward			
MFCU Checking	92,797.28	47,502.86	47,502.86
MFCU Savings	28,527.87	25,007.60	25,007.60
PayPal Account	3,607.69	0.00	0.00
x_Chase Checking	0.00	0.00	0.00
Total Cash Balance Forward	\$ 124,932.84	\$ 72,510.46	\$ 72,510.46
Receipts			
Administration			
Donations - Administration	100.00	3,458.95	3,000.00
Donations - Community	0.00	12,598.67	18,500.00
Grants from Others (Non-Program Related)	0.00	3,631.28	0.00
Interest Income	2.34	22.61	0.00
Fundraisers			
Amazon Smile	0.00	161.98	0.00
Amazon Store Front	81.89	1,185.15	1,500.00
Big Give	0.00	28,750.85	23,000.00
BNO-1 (Birney Night Out)	0.00	3,872.55	3,500.00
BNO-2 (Birney Night Out)	0.00	7,727.35	3,500.00
Harvest Festival	0.00	3,352.68	1,000.00
Monthly Contributions (Give a Latte)	185.00	2,030.00	2,400.00
Pride Parking	0.00	3,480.00	3,200.00
Run for the Green	0.00	28,173.80	30,000.00
Programs			
Garden	499.00	499.00	0.00
Total Receipts	\$ 868.23	\$ 98,944.87	\$ 89,600.00
Expenses			
Administration			
Advertising & Promotion	0.00	1,644.86	1,000.00
Bank Charges	0.00	32.62	50.00
Bank Charges - NSF	0.00	0.00	50.00
Childcare	0.00	180.00	445.00
Computer Expense	21.25	581.25	1,000.00
Conferences	0.00	0.00	500.00
Facility Charges	0.00	0.00	600.00
Insurance	0.00	0.00	1,000.00
Meetings & Conferences	0.00	156.63	0.00
Operating Expenses	0.00	391.00	200.00
Other Expenses	0.00	0.00	400.00
PayPal Fees - Administration	0.00	29.52	275.00
Postage	0.00	0.00	100.00
Supplies	0.00	102.93	280.00
Fundraisers			
Big Give	0.00	434.90	500.00
BNO-1 (Birney Night Out)	0.00	371.23	200.00
BNO-2 (Birney Night Out)	0.00	214.53	200.00
Harvest Festival	0.00	1,432.73	700.00
Monthly Contributions (Give a Latte)	6.77	74.55	100.00
Run for the Green	0.00	1,750.68	1,800.00
Programs			
Art/Music/Dance	840.00	12,260.00	24,480.00
Garden	2,120.00	12,660.00	24,480.00
IB Membership and Evaluation	0.00	100.00	0.00
Spanish	2,891.25	18,067.50	29,970.00

	\$	5,879.27	\$	50,484.93	\$	88,330.00
Total Expenses						
Net Receipts	\$	(5,011.04)	\$	48,459.94	\$	1,270.00
Less:						
Emergency Reserve						28,500.00
Garden Supplies/Equipment						4,116.09
IB Materials						2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016						3,631.28
Zurich University Hosting						1,500.00
Unallocated Reserves						33,150.59
					\$	0.00
Cash Balance	\$	119,921.80	\$	120,970.40		
Change to Emergency Reserve		0.00		3,500.00		
Change to Fund Balance		(499.00)		(12,012.78)		
Change to Garden Supplies/Equipment		499.00		499.00		
Change to IB Materials		0.00		2,882.50		
Change to Kaiser Staff Lounge/Kitchen Grant 2016		0.00		3,631.28		
Change to Zurich University Hosting		0.00		1,500.00		
Subtotal	\$	119,921.80	\$	120,970.40		
PayPal (Old Asset Account)		0.00		0.00		
Undeposited Funds		1,048.60		0.00		
Adjusted Cash Balance	\$	120,970.40	\$	120,970.40		

Checks Written

240	Dig Down Deep	Garden - March 2016 (Invoice 2016-5)	2,120.00
241	IES Language Foundation	Spanish - March 2016 (Invoice 27)	2,891.25
242	Joan Green	Art - March 2016	840.00
243	Elizabeth Deig	MailChimp April 2016	21.25

Signature

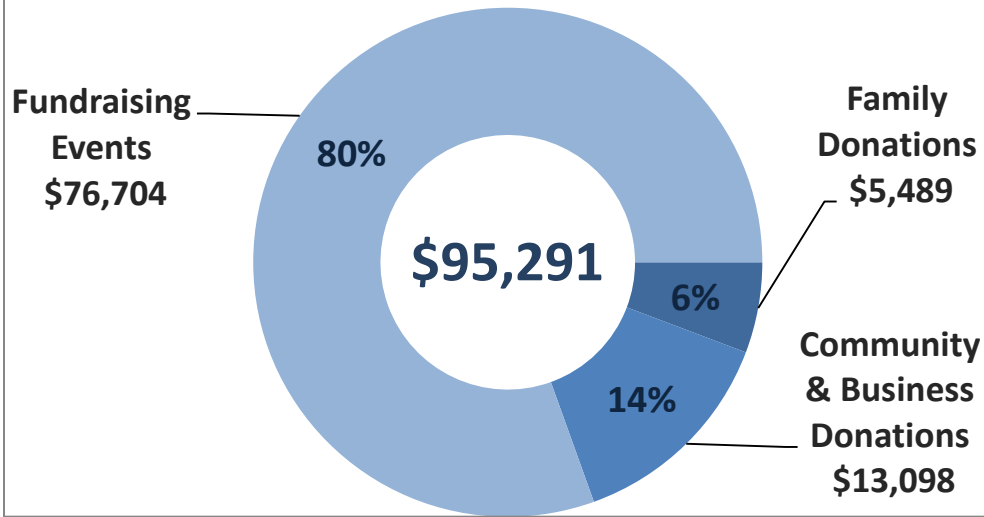
Date

Date	Type	Number	Description	Amount	Totals	
x_Chase Checking						
Balance On Hand 4/1/2016					\$	<u>0.00</u>
Total Deposits					\$	<u>0.00</u>
Total Disbursements					\$	<u>0.00</u>
Balance On Hand 4/30/2016					\$	<u>0.00</u>
MFCU Checking						
Balance On Hand 4/1/2016					\$	<u>92,797.28</u>
Deposited Income						
04/04/2016	DEPOSIT		Misc checks & cash for RFG	\$ 1,028.60		
04/29/2016	DEPOSIT		Amazon Store Front ACH	81.89		
04/30/2016	DEPOSIT		Various Checks	619.00		
				TOTAL	<u>\$ 1,729.49</u>	
Adjustments/Transfers						
04/25/2016	ADJUSTMENT	155	Transfer from PayPal to MFCU Checking; initiated 4/23/16	\$ 3,700.00		
				TOTAL	<u>\$ 3,700.00</u>	
Total Deposits					\$	<u>5,429.49</u>
Checks						
04/19/2016	CHECK	240	Dig Down Deep, Garden - March 2016 (Invoice 2016-5)	\$ 2,120.00		
04/19/2016	CHECK	241	IES Language Foundation, Spanish - March 2016 (Invoice 27)	2,891.25		
04/19/2016	CHECK	242	Joan Green, Art - March 2016	840.00		
04/19/2016	CHECK	243	Elizabeth Deig, MailChimp April 2016	21.25		
				TOTAL	<u>\$ 5,872.50</u>	
Total Disbursements					\$	<u>5,872.50</u>
Balance On Hand 4/30/2016					\$	<u>92,354.27</u>
MFCU Savings						
Balance On Hand 4/1/2016					\$	<u>28,527.87</u>
Adjustments/Transfers						
04/30/2016	ADJUSTMENT	157	Bank Interest Payment	\$ 2.34		
				TOTAL	<u>\$ 2.34</u>	

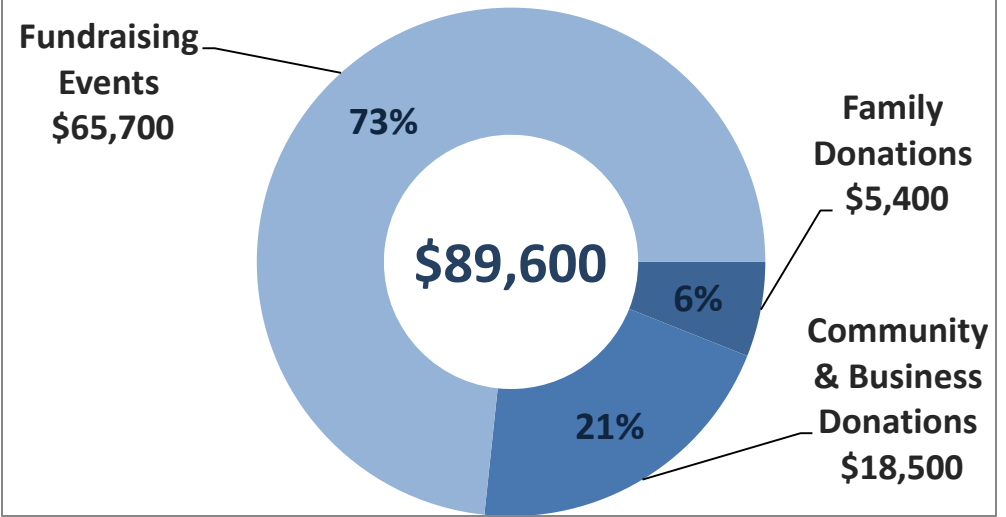
Date	Type	Number	Description	Amount	Totals
Total Deposits					\$ 2.34
Total Disbursements					\$ 0.00
Balance On Hand 4/30/2016					\$ 28,530.21
PayPal Account					
Balance On Hand 4/1/2016					\$ 3,607.69
Deposited Income					
04/30/2016	DEPOSIT		PayPal summary deposit	\$ 185.00	
				TOTAL	\$ 185.00
Total Deposits					\$ 185.00
Adjustments/Transfers					
04/25/2016	ADJUSTMENT	155	Transfer from PayPal to MFCU Checking; initiated 4/23/16	\$ 3,700.00	
04/30/2016	ADJUSTMENT	156	Reduce gross PayPal deposit by fees	6.77	
				TOTAL	\$ 3,706.77
Total Disbursements					\$ 3,706.77
Balance On Hand 4/30/2016					\$ 85.92
Other Information					

FOABE Income and Expenses

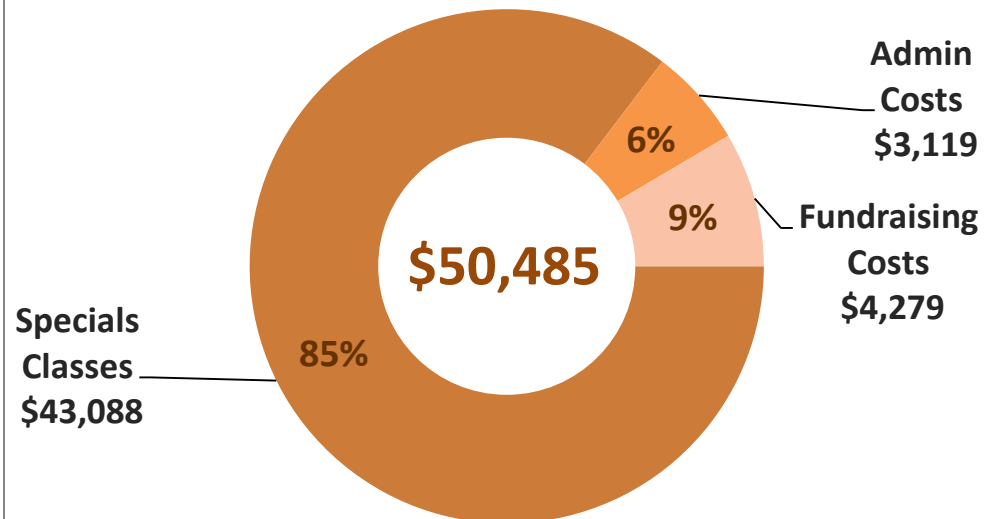
Funds Raised as of 4/30/16



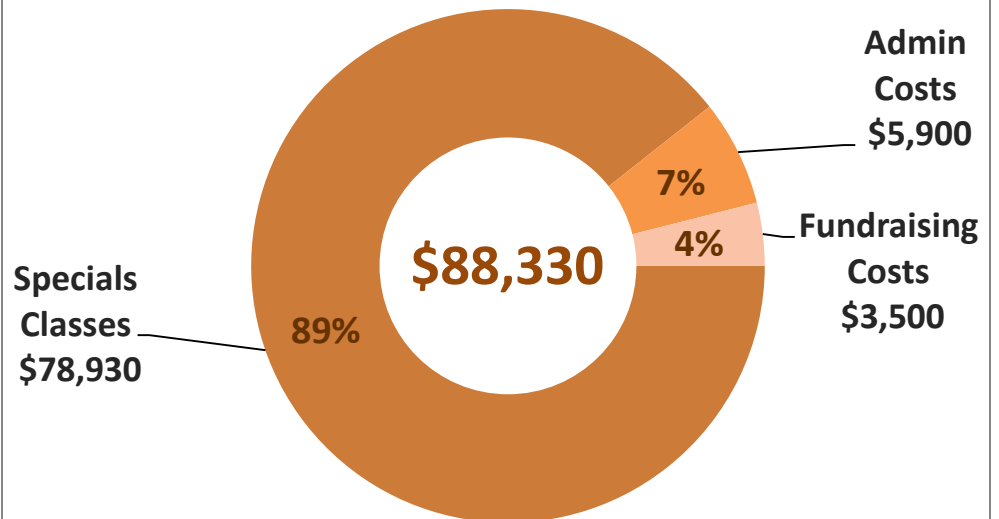
Fundraising Goals for 2015-16



Expenses as of 4/30/16

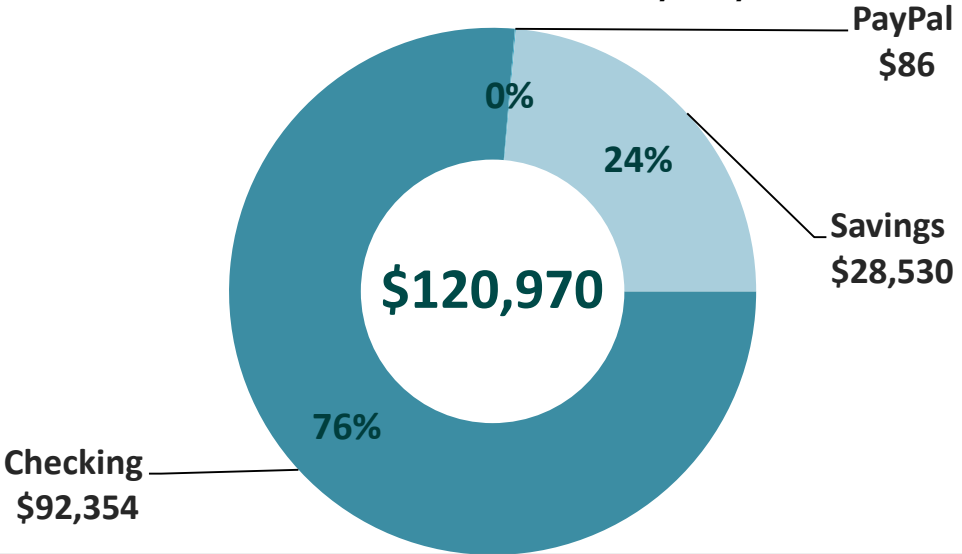


Planned Expenses for 2015-16

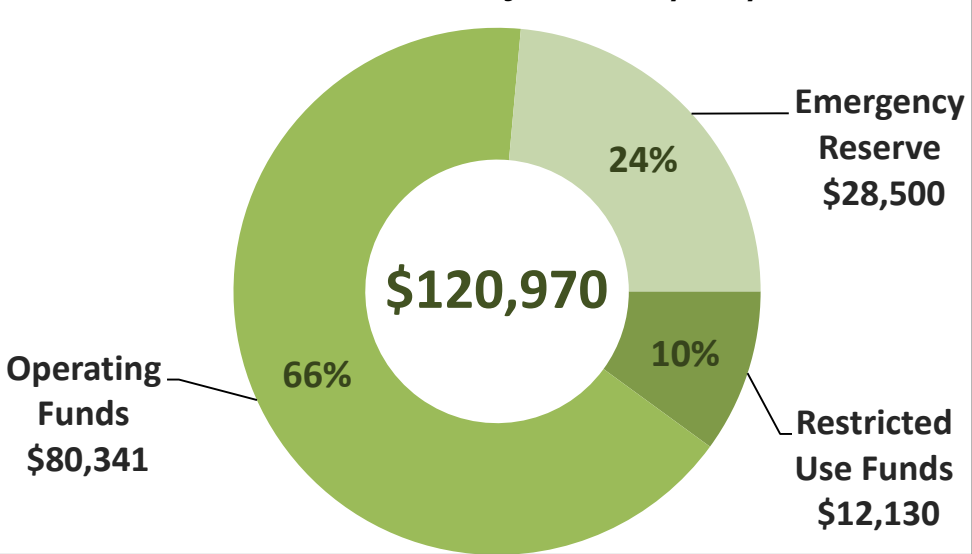


FOABE Assets

Account Balances as of 4/30/16



Funds Availability as of 4/30/16



Friends of Alice Birney Elementary

ATTACHMENT C

Motion 1: Vote to approve slate of incoming 2016/2017 nominees as follows:

Board Position	Member	Term ends
President	Beth Deig	2 nd Term completes in July 2017
Vice President	Tulip Howard	1 st Term completes in July 2017
Treasurer	Chris Jaccard	1 st Term completes in July 2017
Secretary	Wendy DeCesare	1 st Term completes in July 2017
Principal	Amanda Hammond Williams	Permanent position
PTA Liaison	James Fitzgerald (?)	1 st Term completes in July 2018
At-Large	Jane Muschenetz (?)	1 st Term completes in July 2018
At-Large	Nikki Bergstrom (?)	1 st Term completes in July 2018
At-Large		

Motion 2: Adopt framework for day-to-day roles and responsibilities of board members as outlined below (list is not exclusive)

Board Member	Roles	Responsibilities
President	<ul style="list-style-type: none"> Lead organization Represent FOABE: kinder orientation, family Fridays 	<ul style="list-style-type: none"> Create meeting agendas/ run meetings Write messages to Birney community Prepare/send monthly and special eblasts Recruit donors Coordinate with PTA president/ Principal Annual Report Bylaws
Vice-President	<ul style="list-style-type: none"> Run meeting in president's absence Chair one fundraiser 	<ul style="list-style-type: none"> Chair nominating committee Connect with volunteers to make sure they are appreciated and have support they need Recruit volunteers Monitor permits and insurance for FOABE and fundraising events
Treasurer	<ul style="list-style-type: none"> Manage FOABE finances 	<ul style="list-style-type: none"> Create monthly financial/treasurer reports File taxes, file state requirements Pay invoices, issue checks Balance finances Manage investments Manage Paypal
Secretary	<ul style="list-style-type: none"> Manage correspondence 	<ul style="list-style-type: none"> Take meeting minutes and publish to president Check FOABE box Check PO box Write thank you notes Gmail management, website, social media Donor Tools management
At large board member	<ul style="list-style-type: none"> Annual report 	<ul style="list-style-type: none"> Donor recognition Volunteer recognition
At large board member	<ul style="list-style-type: none"> Sponsorship recognition 	<ul style="list-style-type: none"> Assemble and manage business logos Printing of materials Posting as promised: website, fence, events, eblasts etc..
All board members	<ul style="list-style-type: none"> Fundraising 	<ul style="list-style-type: none"> Chair at least one committee