

**Friends of Alice Birney Elementary**  
**6/9/16**  
**Birney Elementary, Room 26 - Mr. O'Malley's room**

<b>Time</b>	<b>Item</b>	<b>Who</b>	<b>Action</b>	<b>Attachment</b>
6:00 PM	1. Approve Agenda	Board members	Motion/ Vote	None
6:02 PM	2. Approve minutes of 5/12/16 Meeting	Board members	Motion/ Vote	Attachment A
6:05 PM	3. Treasurer's Report : Discuss adding field trips, assemblies, ... to FOABE budget for 2016/17	Chris	Yes	B & C
6:30 PM	5. Pride	Tom	No	None
6:40 PM	6. Grants and UCIBF	Aryn	No	None
6:50 PM	7. Roosevelt Foundation	Richard Harris	No	None
7:00 PM	7. Diversionary Theater Night Out & After School Enrichment	Wendy	No	None
7:10 PM	8. Exploratory Committee	Jennifer	No	D
7:20 PM	9. 2016/17 Board Elections	Beth	Motion/ Vote	E
7:30 PM	10. Adjourn	Board members	Motion/ Vote	None

**2015/2016 FOABE**

**meeting dates and main topic of discussion**

9/10/15	Budget, UHUH, Committees
10/8/15	UHUH, PNO#1, Canvassing
11/12/15	BNO #1, Big Give
12/10/15	Big Give
2/11/16	RFTG, BNO #2
3/10/16	Joint PTA/FOABE mtg
5/12/16	Elections, Canvassing
6/9/16	Election Night, Pride Parking
7/7/16	Year in Review
8/11/16	Budget

**Committee chairs**

Budget	Chris Jaccard
UHUH Festival	Jennifer Ayala
Birney Nights Out	Lyn Patterson
Canvassing	Kati B./Sarah M.
Run for the Green	Tulip Howard
Pride Parking	Tom O'Malley
Big Give	Brenda Anderson
Grant Writing	Aryn Famiglietti
PTA Liason	Aryn Famiglietti
Passive Fundraising	
Website/Eblast	Nikki Bergstrom
Parent Coffee Connect	Tulip Howard
Elections	Beth Deig



	<ul style="list-style-type: none"> <li>• Secretary – Wendy DeCesare – 1<sup>st</sup> term completes in July 2017</li> <li>• Principal – Amanda Hammond-Williams – Permanent Position</li>   <li>• PTA Liason – Aryn Famiglietti – 1<sup>st</sup> term completes in July 2016</li> <li>• At-large – Carrie Binder – 1<sup>st</sup> term completes in July 2016</li> <li>• At-Large – Tom O’Malley – 1<sup>st</sup> term completes in July 2016</li> <li>• At-Large – John Amat – 2<sup>nd</sup> term completes in July 2016</li>   <li>• <b>Slate of incoming nominees:</b></li> <li>• James Fitzgerald - PTA Liason</li> <li>• Jane Muschenetz – At-Large</li> <li>• Nikki Bergstrom – At-Large</li> <li>• Indrani Ganguly-Fitzgerald – At-Large</li> <li>• Brenda Anderson – At-Large</li> </ul>	
Adjourn	Meeting adjourn at 7:30pm	Motion by B. Deig/W. DeCesare
Next Meeting	June 9, 2016 – 6pm – Rm 26	

	Selected Period	Year to Date	Budget	Proposed Budget	Proposed Change
<b>Cash Balance Forward</b>					
Bank Account MFCU	14,157.67	7,893.89	7,893.89		
Savings MFCU	4,869.79	3,858.46	3,858.46		
X-Checking Cal Coast CU	0.00	0.00	0.00		
X-Savings CCCU	0.00	0.00	0.00		
<b>Total Cash Balance Forward</b>	<b>\$ 19,027.46</b>	<b>\$ 11,752.35</b>	<b>\$ 11,752.35</b>		
<b>Receipts</b>					
<b>Administration</b>					
Donations - All	0.00	152.89	1,200.00	200.00	(1,000.00)
Donations - Community	258.80	258.80	0.00	300.00	300.00
Interest Income	0.00	0.33	0.00		-
<b>Fundraisers</b>					
Box Top for Education	0.00	422.50	0.00	500.00	500.00
Choose Local Cards	0.00	50.00	0.00	50.00	50.00
Concessions - Other Events	0.00	566.36	750.00	750.00	-
Date Night Fundraiser	0.00	0.00	500.00	500.00	-
eScrip	9.39	42.87	175.00	50.00	(125.00)
Fall Fundraiser	0.00	12,252.00	16,700.00	12,250.00	(4,450.00)
	310.93	905.75	1,500.00	1,200.00	
Family Dinner Nights (Restaurants)					(300.00)
Fiji Yogurt	245.00	570.00	900.00	900.00	-
Jamba Juice Company	0.00	437.40	400.00	500.00	100.00
Kroger - Ralphps	0.00	191.83	150.00	200.00	50.00
Merchandise	0.00	3,010.54	3,900.00	3,900.00	-
Padres	1,548.00	1,737.00	900.00	1,740.00	840.00
Scholastic Book Fair	1,003.75	2,830.57	3,300.00	3,300.00	-
Shoes with Heart	0.00	687.50	1,200.00	690.00	(510.00)
<b>Programs</b>					
Classroom Supplies Grade K	0.00	103.72	0.00	100.00	100.00
Events - Passport to Adventures	0.00	0.00	2,500.00	2,500.00	-
<b>Total Receipts</b>	<b>\$ 3,375.87</b>	<b>\$ 24,220.06</b>	<b>\$ 34,075.00</b>	29,630.00	(4,445.00)
<b>Receipts Not Belonging to the Association</b>					
Membership Receipts (pass-through)	0.00	600.00	0.00		
<b>Total Receipts Not Belonging to the Association</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>		
<b>Expenses</b>					
<b>Administration</b>					
Advertising & Promotion	0.00	0.00	100.00	50.00	(50.00)
Bank Charges	0.00	26.36	50.00	50.00	-
Bank Charges - NSF	0.00	30.00	50.00	50.00	-
Computer Expense	0.00	139.00	200.00	200.00	-
Council Fees	0.00	50.00	54.00	50.00	(4.00)
Governmental Fees	0.00	0.00	25.00	25.00	-
Insurance	0.00	216.00	215.00	215.00	-
	50.00	50.00	500.00	50.00	
Other Expenses - Administration					(450.00)
Postage	0.00	9.80	60.00	60.00	-
PTA Meetings	0.00	569.69	800.00	800.00	-
Supplies	0.00	63.34	700.00	700.00	-
Volunteer Recognition	0.00	0.00	200.00	200.00	-
<b>Fundraisers</b>					
BOGO Cards Expense	0.00	500.00	0.00	500.00	500.00
Concessions Other Events	0.00	0.00	500.00	250.00	(250.00)
Fall Fundraiser	0.00	6,218.63	9,000.00	6,220.00	(2,780.00)

Merchandise	94.95	1,848.33	2,100.00	2,100.00	-
San Diego Padres	1,178.00	1,178.00	0.00	1,180.00	1,180.00
Scholastic Book Fair	0.00	851.83	1,700.00	1,700.00	-
<b>Programs</b>					-
5th Grade Promotions	0.00	(224.64)	500.00	275.00	(225.00)
Attendance Recognition	0.00	0.00	1,200.00	1,200.00	-
Classroom Supplies - Grade Art-Music-Dance	0.00	0.00	100.00	100.00	-
Classroom Supplies Grade 1	0.00	0.00	490.00	490.00	-
Classroom Supplies Grade 2	0.00	0.00	460.00	460.00	-
Classroom Supplies Grade 3	0.00	133.10	450.00	450.00	-
Classroom Supplies Grade 4	0.00	0.00	365.00	365.00	-
Classroom Supplies Grade 5	65.52	126.16	335.00	335.00	-
Classroom Supplies Grade K	0.00	0.00	900.00	900.00	-
Educational Assemblies	0.00	325.00	500.00	500.00	-
Events - Family: Bedtime Stories, Star Party, Talent Show, Movie Nights	0.00	670.52	1,800.00	1,800.00	-
Events - Passport to Adventures	0.00	0.00	2,100.00	2,100.00	-
Field Trips Grade 1	0.00	1,170.00	1,000.00	1,000.00	-
Field Trips Grade 2	0.00	440.00	1,000.00	1,000.00	-
Field Trips Grade 3	0.00	865.00	1,000.00	1,000.00	-
Field Trips Grade 4	0.00	760.00	1,000.00	1,000.00	-
Field Trips Grade 5	0.00	700.00	1,000.00	1,000.00	-
Field Trips Grade K	56.00	1,889.00	1,600.00	1,600.00	-
School Smarts	230.61	1,180.61	1,800.00	1,800.00	-
Teacher Appreciation	136.34	231.27	200.00	230.00	30.00
<b>Total Expenses</b>	<b>\$ 1,811.42</b>	<b>\$ 20,017.00</b>	<b>\$ 34,054.00</b>	<b>32,005.00</b>	<b>(2,049.00)</b>
<b>Expenses Not Belonging to the Association</b>					
Membership Disbursements (pass-through)	0.00	333.50	0.00		
<b>Total Expenses Not Belonging to the Association</b>	<b>0.00</b>	<b>333.50</b>	<b>0.00</b>		
<b>Net Receipts</b>	<b>\$ 1,564.45</b>	<b>\$ 4,532.56</b>	<b>\$ (1,599.46)</b>		
Less:					
Carry Over Funds			0.00		
Unallocated Reserves			10,152.89		
			<u>0.00</u>		
<b>Cash Balance</b>	<b>20,591.91</b>	<b>20,591.91</b>			
<b>Checks Written</b>					
1079 Heather Kin			75.00		
1169 Extra Graphic			94.95		
1170 San Diego Gulls			1,178.00		
1171 Medlock, Billy			56.00		
1172 Scholastics			780.86		
1173 Eugene Lyons			65.52		
1174 Indrani Ganguly-Fitzgerald			50.00		
1175 Naomi Stevens			136.34		
1176 Kim Schultz			116.17		
1177 San Diego Unified School District			950.00		
1178 Kim Schultz			39.44		

	Selected Period	Year to Date	Budget
<b>Cash Balance Forward</b>			
MFCU Checking	92,354.27	47,502.86	47,502.86
MFCU Savings	28,530.21	25,007.60	25,007.60
PayPal Account	85.92	0.00	0.00
x_Chase Checking	0.00	0.00	0.00
Total Cash Balance Forward	\$ 120,970.40	\$ 72,510.46	\$ 72,510.46
<b>Receipts</b>			
<b>Administration</b>			
Donations - Administration	74.35	3,533.30	3,000.00
Donations - Community	30.00	12,628.67	18,500.00
Grants from Others (Non-Program Related)	0.00	3,631.28	0.00
Interest Income	2.42	25.03	0.00
<b>Fundraisers</b>			
Amazon Smile	53.17	215.15	0.00
Amazon Store Front	101.31	1,286.46	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	2,215.00	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
<b>Programs</b>			
Garden	0.00	499.00	0.00
Total Receipts	\$ 446.25	\$ 99,391.12	\$ 89,600.00
<b>Expenses</b>			
<b>Administration</b>			
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	30.00	210.00	445.00
Computer Expense	21.25	602.50	1,000.00
Conferences	0.00	0.00	500.00
Facility Charges	0.00	0.00	600.00
Insurance	805.00	805.00	1,000.00
Meetings & Conferences	0.00	156.63	0.00
Operating Expenses	0.00	391.00	200.00
Other Expenses	258.99	258.99	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
<b>Fundraisers</b>			
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	81.32	100.00
Run for the Green	158.00	1,908.68	1,800.00
<b>Programs</b>			
Art/Music/Dance	360.00	12,620.00	24,480.00
Garden	0.00	12,660.00	24,480.00
IB Membership and Evaluation	0.00	100.00	0.00
Spanish	4,050.00	22,117.50	29,970.00

	\$	5,690.01	\$	56,174.94	\$	88,330.00
Total Expenses						
Net Receipts	\$	(5,243.76)	\$	43,216.18	\$	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
<b>Cash Balance</b>	\$	115,726.64	\$	115,726.64		
Change to Emergency Reserve		0.00		3,500.00		
Change to Fund Balance		0.00		(12,012.78)		
Change to Garden Supplies/Equipment		0.00		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		
<b>Adjusted Cash Balance</b>	\$	115,726.64	\$	115,726.64		

**Checks Written**

244	Green Art Labs	Art - April 2016	360.00
245	Heather Kin	Childcare - May 2016	30.00
246	Extra Graphic	T-Shirts for Run for the Green	158.00
247	Elizabeth Deig	MailChimp - May 2016	21.25
248	Cross Over Silkscreening	T-Shirts for PTA	258.99
249	PTO Today	Insurance Renewal to 8/31/2017	805.00
250	IES Language Foundation	Spanish - May 2016	4,050.00

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Signature

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Date



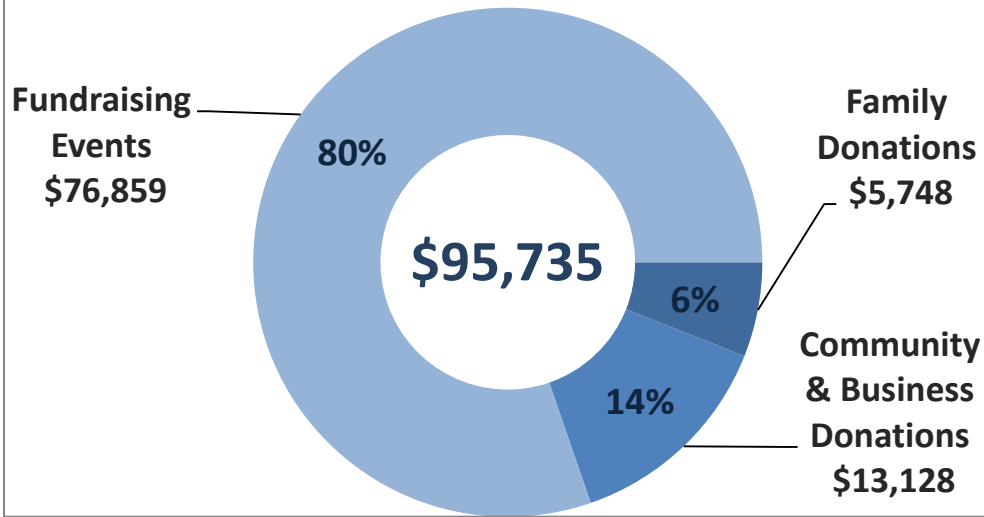
Date	Type	Number	Description	Amount	Totals
<b>x_Chase Checking</b>					
<b>Balance On Hand 5/1/2016</b>					<b>\$ 0.00</b>
<b>Total Deposits</b>					<b>\$ 0.00</b>
<b>Total Disbursements</b>					<b>\$ 0.00</b>
<b>Balance On Hand 5/31/2016</b>					<b>\$ 0.00</b>
<b>MFCU Checking</b>					
<b>Balance On Hand 5/1/2016</b>					<b>\$ 92,354.27</b>
<b>Deposited Income</b>					
05/11/2016	DEPOSIT		2 Checks and Cash	\$ 104.35	
05/12/2016	DEPOSIT		Amazon Smile ACH	53.17	
05/31/2016	DEPOSIT		Amazon Store Front ACH	101.31	
				TOTAL	<u>\$ 258.83</u>
<b>Total Deposits</b>					<b>\$ 258.83</b>
<b>Checks</b>					
05/12/2016	CHECK	244	Green Art Labs, Art - April 2016	\$ 360.00	
05/12/2016	CHECK	245	Heather Kin, Childcare - May 2016	30.00	
05/24/2016	CHECK	246	Extra Graphic, T-Shirts for Run for the Green	158.00	
05/24/2016	CHECK	247	Elizabeth Deig, MailChimp - May 2016	21.25	
05/26/2016	CHECK	248	Cross Over Silkscreening, T-Shirts for PTA	258.99	
05/31/2016	CHECK	249	PTO Today, Insurance Renewal to 8/31/2017	805.00	
05/31/2016	CHECK	250	IES Language Foundation, Spanish - May 2016	4,050.00	
				TOTAL	<u>\$ 5,683.24</u>
<b>Total Disbursements</b>					<b>\$ 5,683.24</b>
<b>Balance On Hand 5/31/2016</b>					<b>\$ 86,929.86</b>
<b>MFCU Savings</b>					
<b>Balance On Hand 5/1/2016</b>					<b>\$ 28,530.21</b>
<b>Adjustments/Transfers</b>					
05/31/2016	ADJUSTMENT	159	Bank Interest Payment	\$ 2.42	
				TOTAL	<u>\$ 2.42</u>
<b>Total Deposits</b>					<b>\$ 2.42</b>
<b>Total Disbursements</b>					<b>\$ 0.00</b>

Date	Type	Number	Description	Amount	Totals
<b>Balance On Hand 5/31/2016</b>					<b>\$ 28,532.63</b>
<b>PayPal Account</b>					
<b>Balance On Hand 5/1/2016</b>					<b>\$ 85.92</b>
<b>Deposited Income</b>					
05/31/2016	DEPOSIT		PayPal summary deposit	\$ 185.00	
				TOTAL	<u>\$ 185.00</u>
<b>Total Deposits</b>					<b>\$ 185.00</b>
<b>Adjustments/Transfers</b>					
05/31/2016	ADJUSTMENT	160	Reduce gross PayPal deposit by fees	\$ 6.77	
				TOTAL	<u>\$ 6.77</u>
<b>Total Disbursements</b>					<b>\$ 6.77</b>
<b>Balance On Hand 5/31/2016</b>					<b>\$ 264.15</b>
<b>Other Information</b>					

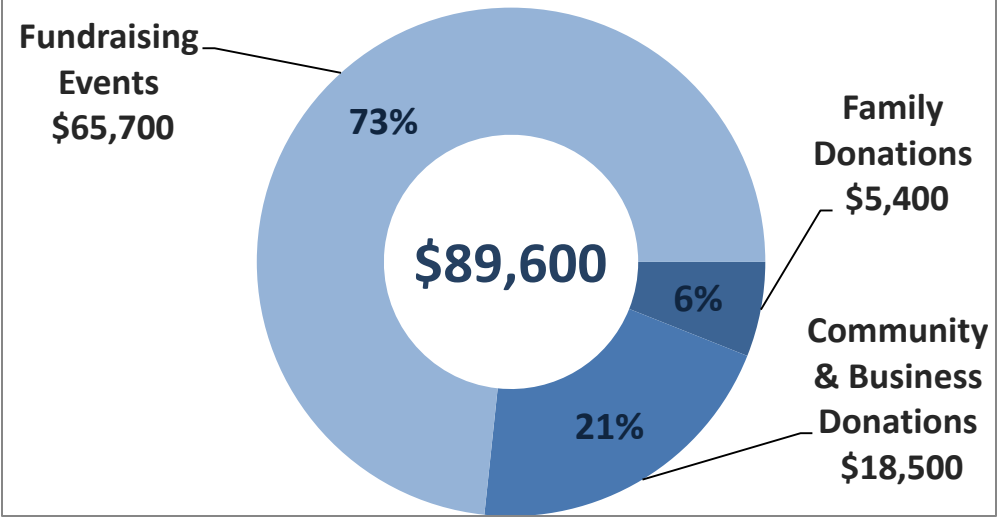
Category	Type	Balance
<b>Assets</b>		
Accounts Receivable	Asset	\$ 0.00
Cash Box	Asset	0.00
Fixed Assets	Asset	0.00
Inventory	Asset	0.00
Investments	Asset	0.00
MFCU Checking	Bank	86,929.86
MFCU Savings	Bank	28,532.63
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	264.15
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
<b>Total Assets</b>		<b>\$ 115,726.64</b>
<b>Liabilities</b>		
Accounts Payable	Liability	\$ 0.00
Sales Tax Payable	Liability	0.00
<b>Total Liabilities</b>		<b>\$ 0.00</b>
<b>Fund Balance</b>		
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		43,216.18
<b>Total Fund Balance</b>		<b>\$ 115,726.64</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$ 115,726.64</b>

# FOABE Income and Expenses

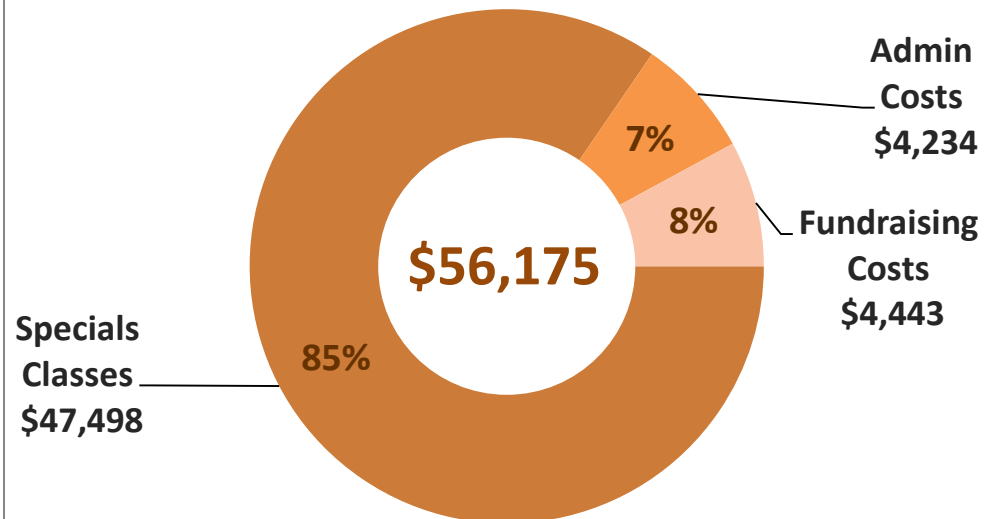
## Funds Raised as of 5/31/16



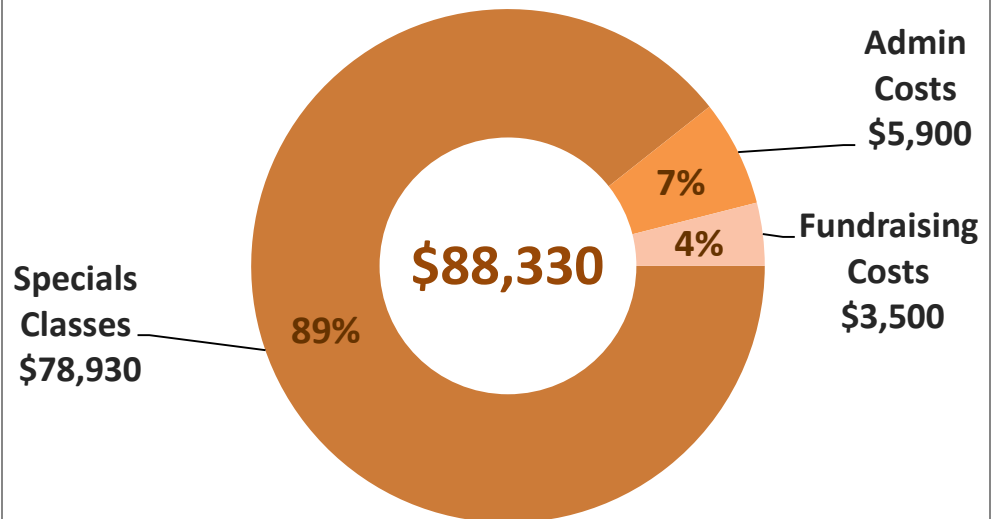
## Fundraising Goals for 2015-16



## Expenses as of 5/31/16

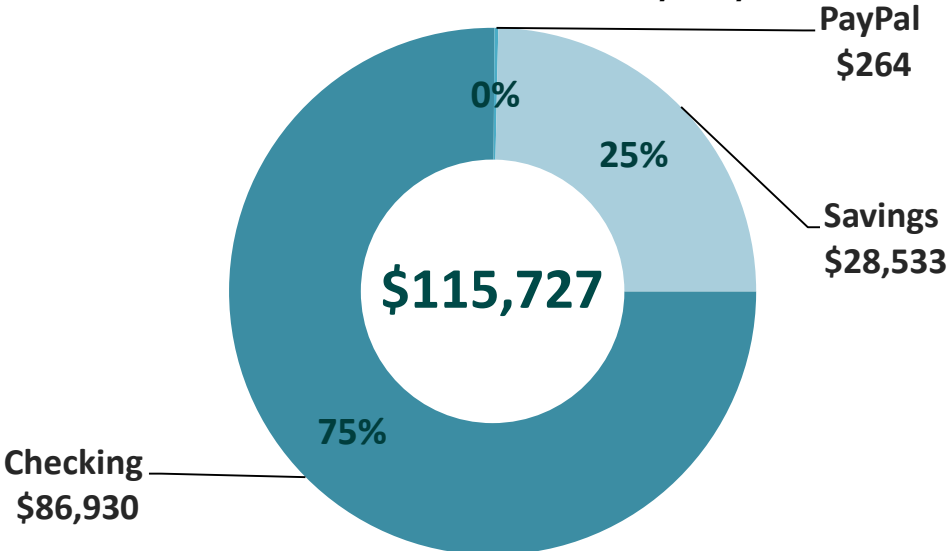


## Planned Expenses for 2015-16

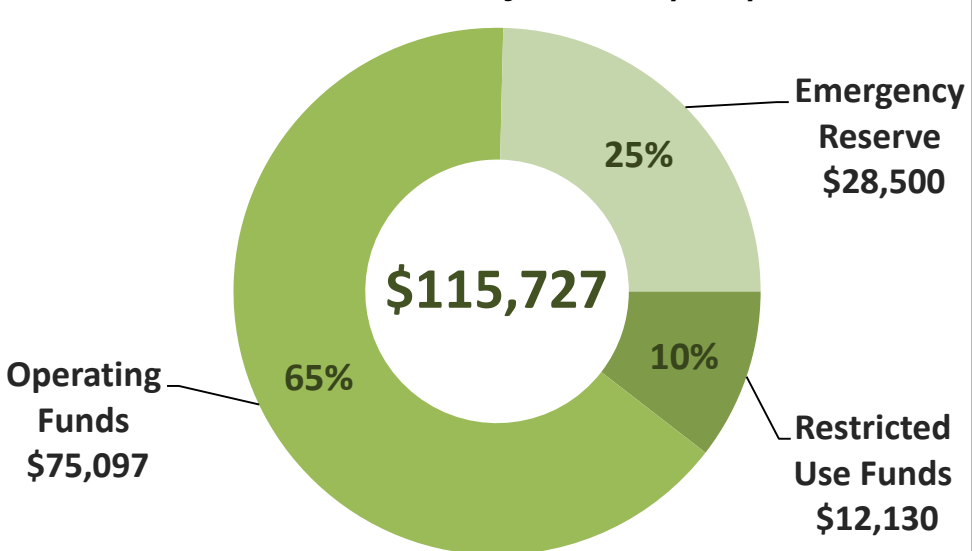


# FOABE Assets

### Account Balances as of 5/31/16



### Funds Availability as of 5/31/16



# Friends of Alice Birney Elementary

## ATTACHMENT F

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

Board Position	Member	Term ends
President	Beth Deig	2 <sup>nd</sup> Term completes in July 2017
Vice President	Tulip Howard	1 <sup>st</sup> Term completes in July 2017
Treasurer	Chris Jaccard	1 <sup>st</sup> Term completes in July 2017
Secretary	Wendy DeCesare	1 <sup>st</sup> Term completes in July 2017
Principal	Amanda Hammond Williams	Permanent position
PTA Liaison	James Fitzgerald	1 <sup>st</sup> Term completes in July 2018
At-Large	Elena Monetti	1 <sup>st</sup> Term completes in July 2018
At-Large	Nikki Bergstrom	1 <sup>st</sup> Term completes in July 2018
At-Large	Brenda Anderson	1 <sup>st</sup> Term completes in July 2018

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