

**Friends of Alice Birney Elementary**

**Thursday, July 13, 2017**

**Birney Elementary, Room 3**

<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 June 8, 2017	Board members	Motion/ Vote	Attachment A
6:05 PM	3.	Treasurer's Report	Nikki	Yes	Attachments B & C
6:25 PM	4.	Pride Parking	Jim	No	None
6:30 PM	5.	Pop Pie	Tulip	No	None
6:35 PM	6.	Fundraising: Active & Passive	Wendy	No	None
6:50 PM	7.	Business Sponsorship & Canvassing	Wendy	No	None
7:10 PM	8.	FOABE Roles & Organization	Wendy	No	Attachment D
7:30 PM	10.	Adjourn	Board members	Motion/ Vote	None

# Friends of Alice Birney Elementary

## Attachment A: 6/8/17 Meeting – Birney Elementary – Rm 3

Meeting Called to Order by Beth – 6:06 pm

Topic	Discussion	Action																				
Agenda	Reviewed - Approved	Motion by T. Howard/B. Anderson																				
Minutes	Reviewed - Approved	Motion by B. Deig/C. Jaccard																				
Attendance	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Beth Deig</td> <td style="width: 50%;">President</td> </tr> <tr> <td>Tulip Howard</td> <td>Vice-President</td> </tr> <tr> <td>Chris Jaccard</td> <td>Treasurer</td> </tr> <tr> <td>Wendy DeCesare</td> <td>Secretary</td> </tr> <tr> <td>Amanda Hammond-Williams</td> <td>Principal</td> </tr> <tr> <td>James Fitzgerald</td> <td>PTA Liaison</td> </tr> <tr> <td>Elena Monetti</td> <td></td> </tr> <tr> <td>Brenda Anderson</td> <td></td> </tr> <tr> <td>Nikki Bergstrom</td> <td></td> </tr> <tr> <td colspan="2">Guest: Sarah McLure, Cris Scorza</td> </tr> </table>	Beth Deig	President	Tulip Howard	Vice-President	Chris Jaccard	Treasurer	Wendy DeCesare	Secretary	Amanda Hammond-Williams	Principal	James Fitzgerald	PTA Liaison	Elena Monetti		Brenda Anderson		Nikki Bergstrom		Guest: Sarah McLure, Cris Scorza		
Beth Deig	President																					
Tulip Howard	Vice-President																					
Chris Jaccard	Treasurer																					
Wendy DeCesare	Secretary																					
Amanda Hammond-Williams	Principal																					
James Fitzgerald	PTA Liaison																					
Elena Monetti																						
Brenda Anderson																						
Nikki Bergstrom																						
Guest: Sarah McLure, Cris Scorza																						
Financial	<p><b>TREASURER'S REPORT - Chris Jaccard</b></p> <ul style="list-style-type: none"> <li>• \$84,110 in checking. Current fundraising total is \$90,899. \$28,534 in reserve account</li> <li>• Have a debit card; however, it is linked to the wrong account. Once new board is in place &amp; signors are updated this will need to be updated, as well.</li> <li>• Amazon Storefront revenue is up, Give-a-latte revenue is down.</li> </ul>																					
Fundraising Report	<p><b>BIRNEY NIGHT OUT</b></p> <ul style="list-style-type: none"> <li>• Successful event. Revenue breakdown: SAY childcare = \$660, raffle tickets = \$1,041, silent auction = \$2,605. U31 = \$650.</li> <li>• Next event will be held in October. Hotels, timeshares, staycations make the most money.</li> </ul> <p><b>PRIDE PARKING</b></p> <ul style="list-style-type: none"> <li>• Already have permit with district. Need to pay \$10 fee.</li> <li>• Insurance policy with the district needs to be updated: change "garden party" label to "events" to avoid future flags in the process.</li> <li>• Add volunteer needs to volunteer spot after Passport</li> <li>• Utilize one square as an option. Take tax deduction forms to provide donors.</li> </ul> <p><b>CHIPOTLE</b></p> <ul style="list-style-type: none"> <li>• Thursday, June 15 from 4 – 8 pm at the Mission Valley location. Will donate 50%.</li> </ul> <p><b>MIGHTY NEST</b></p> <ul style="list-style-type: none"> <li>• Passive fundraiser. Online platform for eco-friendly goods.</li> </ul> <p><b>POP PIE</b></p> <ul style="list-style-type: none"> <li>• On July 6 Pop Pie will make Birney hand pies with garden ingredients.</li> </ul>																					
Other business	<p><b>BANNERS</b></p> <ul style="list-style-type: none"> <li>• Ms Amanda established we have rights to hang signs on the fence; however, the signs have been removed by a city employee. No guarantee that the message not to remove them will make it to "Joe truck driver."</li> <li>• Motion: print one banner with a list of sponsors to post at the front entrance. Budget not to exceed \$250.</li> </ul>	Motion: B. Deig/A. Hammond-Williams																				

	<ul style="list-style-type: none"> <li>• Discussed adding thank you messages on the marquee. Discussed selling birthday shout out spots on the marquee.</li> </ul> <p><b>2017/2018 BOARD ELECTION</b></p> <ul style="list-style-type: none"> <li>• Permanent Position: Amanda Hammond-Williams, Principal</li> <li>• President: Wendy DeCesare</li> <li>• Vice President: Chris Jaccard</li> <li>• Treasurer: Jaclyn Nicole Bergstrom</li> <li>• Secretary: Brenda Anderson</li> <li>• PTA Liaison: Cristina Scorza</li> <li>• At-Large: Tulip Howard, Chris Lazich, Sarah McLure</li> </ul>	
Adjourn	Meeting adjourn at 7:30 pm	Motion by B. Deig/W. DeCesare
Next Meeting	July 13, 2017 – 6:00 pm – Rm 3	

	<u>Selected Period</u>	<u>Year to Date</u>	<u>Budget</u>
<b>Cash Balance Forward</b>			
MFCU Checking ID 09	80,231.60	84,110.41	84,110.41
MFCU Checking ID 10	200.00	0.00	0.00
MFCU Money Market ID 02	28,568.23	0.00	0.00
MFCU Savings ID 01	0.00	28,534.98	28,534.98
PayPal Account	2,440.81	442.38	442.38
x_Chase Checking	0.00	0.00	0.00
<b>Total Cash Balance Forward</b>	<b>\$ 111,440.64</b>	<b>\$ 113,087.77</b>	<b>\$ 113,087.77</b>
<b>Receipts</b>			
<b>Administration</b>			
Donations - Administration	50.00	9,150.00	3,500.00
Donations - Community	617.20	6,996.65	15,283.00
Interest Income	3.52	36.77	50.00
<b>Fundraisers</b>			
Amazon Smile	0.00	208.71	0.00
Amazon Store Front	94.62	2,034.46	1,500.00
Big Give	0.00	22,502.36	23,000.00
BNO-1 (Birney Night Out)	0.00	5,902.66	4,000.00
BNO-2 (Birney Night Out)	685.00	4,777.55	4,000.00
Monthly Contributions (Give a Latte)	130.00	2,295.00	3,000.00
Pride Parking	0.00	3,571.50	3,500.00
Run for the Green	(1,958.00)	32,911.01	28,000.00
<b>Programs</b>			
Art/Music/Dance	0.00	0.00	500.00
Garden	0.00	135.00	500.00
Spanish	0.00	0.00	500.00
<b>Total Receipts</b>	<b>\$ (377.66)</b>	<b>\$ 90,521.67</b>	<b>\$ 87,333.00</b>
<b>Expenses</b>			
<b>Administration</b>			
Advertising & Promotion	88.32	1,278.76	1,500.00
Bank Charges	0.00	42.85	50.00
Bank Charges - NSF	0.00	0.00	25.00
Childcare	60.00	315.00	400.00
Computer Expense	316.00	1,079.25	750.00
Conferences/IB Training for Teachers	0.00	5,000.00	5,000.00
Insurance	805.00	0.00	805.00
Non-Program Expense (Use of Grants from Others)	0.00	3,631.28	0.00
Operating Expenses	0.00	145.00	400.00
Other Expenses	0.00	0.00	400.00
PayPal Fees - Administration	0.00	6.73	50.00
Postage	0.00	0.00	100.00
Supplies	74.69	119.83	150.00
<b>Fundraisers</b>			
Big Give	0.00	406.67	500.00
BNO-1 (Birney Night Out)	0.00	307.25	400.00
BNO-2 (Birney Night Out)	0.00	132.30	400.00
Monthly Contributions (Give a Latte)	4.96	84.69	100.00
Pride Parking	10.00	20.00	350.00
Run for the Green	0.00	664.06	2,000.00
<b>Programs</b>			
Art/Music/Dance	6,360.00	35,748.75	25,130.00
Class Size Reduction/Other	0.00	1,000.00	0.00
Garden	4,480.00	30,585.51	32,380.00
Spanish	4,387.50	28,845.00	30,718.00

<b>Total Expenses</b>	\$ 16,586.47	\$ 109,412.93	\$ 101,608.00
<b>Net Receipts</b>	\$ (16,964.13)	\$ (18,891.26)	\$ (14,275.00)
<b>Less:</b>			
Emergency Reserve			28,500.00
Garden Supplies/Equipment			1,805.58
IB Materials			2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016			0.00
Zurich University Hosting			500.00
Unallocated Reserves			65,124.69
			\$ 0.00
<b>Cash Balance</b>	\$ 94,476.51	\$ 94,196.51	
Change to Fund Balance	0.00	6,941.79	
Change to Garden Supplies/Equipment	0.00	(2,310.51)	
Change to Kaiser Staff Lounge/Kitchen Grant 2016	0.00	(3,631.28)	
Change to Zurich University Hosting	0.00	(1,000.00)	
<b>Subtotal</b>	\$ 94,476.51	\$ 94,196.51	
PayPal (Old Asset Account)	0.00	0.00	
Undeposited Funds	0.00	280.00	
<b>Adjusted Cash Balance</b>	\$ 94,476.51	\$ 94,476.51	

**Checks Written**

335	Extra Graphic	T-shirts for RFG (PO #JOG17A)	1,958.00
336	IES Language Foundation	Spanish - May 2017 (Invoice 52517)	4,387.50
337	PTO Today	Liability, D&O Insurance	805.00
338	San Diego Unified School District	Parking Permit for Pride 2017	10.00
339	Heather Kin	Childcare for June Board Meeting	30.00
340	Melinda Swanson	Gardein - 4/24 to 5/31/17 (Invoice 2017-10)	4,480.00
341	PTAEZ	Booster Finance accounting software 2017-18 (Invoice 4173)	299.00
342	Alice Birney Elementary	Deidre Moore Art - May-Jun 2017	5,040.00
343	Chris Jaccard	Checkbook reorder, return address stamp	74.69
344	Ashley Bruce	Kinder Art 4/28 to 6/16/17	840.00
345	Rita Brierton	1st Grade Art - 5/1 to 5/22/17	480.00
346	Heather Kin	Childcare Parent Org Meeting - June 2017	30.00
347	Jaclyn Bergstrom	Food for Parent Org Meeting - June 2017	88.32

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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 ID 09	Bank	63,138.91
MFCU Checking ID 10	Bank	200.00
MFCU Money Market ID 02	Bank	28,571.75
MFCU Savings ID 01	Bank	0.00
PayPal (Old Asset Account)	Asset	0.00
PayPal Account	Bank	2,565.85
Undeposited Funds	Asset	0.00
x_Chase Checking	Bank	0.00
<b>Total Assets</b>		<b>\$ 94,476.51</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	79,679.69
Garden Supplies/Equipment	Carry-Over/Restricted	1,805.58
IB Materials	Carry-Over/Restricted	2,882.50
Kaiser Staff Lounge/Kitchen Grant 2016	Carry-Over/Restricted	0.00
Zurich University Hosting	Carry-Over/Restricted	500.00
Change in Fund Balance		(18,891.26)
<b>Total Fund Balance</b>		<b>\$ 94,476.51</b>
<b>Total Liabilities and Fund Balance</b>		<b>\$ 94,476.51</b>

Date	Type	Number	Description	Amount	Totals	
<b>x_Chase Checking</b>						
Balance On Hand 6/1/2017					\$	<u>0.00</u>
Total Deposits					\$	<u>0.00</u>
Total Disbursements					\$	<u>0.00</u>
Balance On Hand 6/30/2017					\$	<u>0.00</u>
<b>MFCU Checking ID 09</b>						
Balance On Hand 6/1/2017					\$	<u>80,231.60</u>
<b>Deposited Income</b>						
06/03/2017	DEPOSIT		3 Checks	\$ 735.00		
06/28/2017	DEPOSIT		1 Check	617.20		
06/29/2017	DEPOSIT		Amazon Store Front ACH	94.62		
				TOTAL	<u>\$ 1,446.82</u>	
Total Deposits					\$	<u>1,446.82</u>
<b>Checks</b>						
06/06/2017	CHECK	335	Extra Graphic, T-shirts for RFG (PO #JOG17A)	\$ 1,958.00		
06/07/2017	CHECK	336	IES Language Foundation, Spanish - May 2017 (Invoice 52517)	4,387.50		
06/07/2017	CHECK	337	PTO Today, Liability, D&O Insurance	805.00		
06/08/2017	CHECK	338	San Diego Unified School District, Parking Permit for Pride 2017	10.00		
06/08/2017	CHECK	339	Heather Kin, Childcare for June Board Meeting	30.00		
06/08/2017	CHECK	340	Melinda Swanson, Gardein - 4/24 to 5/31/17 (Invoice 2017-10)	4,480.00		
06/08/2017	CHECK	341	PTAEZ, Booster Finance accounting software 2017-18 (Invoice 4173)	299.00		
06/12/2017	CHECK	342	Alice Birney Elementary, Deidre Moore Art - May-Jun 2017	5,040.00		
06/12/2017	CHECK	343	Chris Jaccard, Checkbook reorder, return address stamp	74.69		
06/15/2017	CHECK	344	Ashley Bruce, Kinder Art 4/28 to 6/16/17	840.00		
06/20/2017	CHECK	345	Rita Brierton, 1st Grade Art - 5/1 to 5/22/17	480.00		
06/20/2017	CHECK	346	Heather Kin, Childcare Parent Org Meeting - June 2017	30.00		
06/20/2017	CHECK	347	Jaclyn Bergstrom, Food for Parent Org Meeting - June 2017	88.32		
				TOTAL	<u>\$ 18,522.51</u>	
<b>Adjustments/Transfers</b>						
06/19/2017	ADJUSTMENT	210	MailChimp - June 2017 via Debit Card (wrong acct, not fixed yet; should be checking #10)	\$ 17.00		
				TOTAL	<u>\$ 17.00</u>	
Total Disbursements					\$	<u>18,539.51</u>

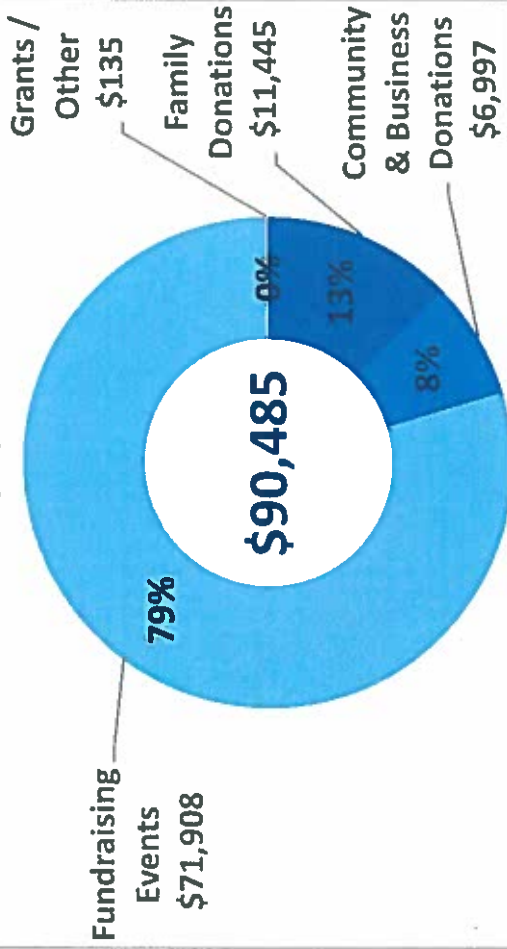
Date	Type	Number	Description	Amount	Totals
<b>Balance On Hand 6/30/2017</b>					<b>\$ 63,138.91</b>
<b>MFCU Savings ID 01</b>					
<b>Balance On Hand 6/1/2017</b>					<b>\$ 0.00</b>
<b>Total Deposits</b>					<b>\$ 0.00</b>
<b>Total Disbursements</b>					<b>\$ 0.00</b>
<b>Balance On Hand 6/30/2017</b>					<b>\$ 0.00</b>
<b>PayPal Account</b>					
<b>Balance On Hand 6/1/2017</b>					<b>\$ 2,440.81</b>
<b>Deposited Income</b>					
06/30/2017	DEPOSIT		PayPal summary deposit	\$ 130.00	
				TOTAL	<u>\$ 130.00</u>
<b>Total Deposits</b>					<b>\$ 130.00</b>
<b>Adjustments/Transfers</b>					
06/30/2017	ADJUSTMENT	212	Reduce gross PayPal deposit by fees	\$ 4.96	
				TOTAL	<u>\$ 4.96</u>
<b>Total Disbursements</b>					<b>\$ 4.96</b>
<b>Balance On Hand 6/30/2017</b>					<b>\$ 2,565.85</b>
<b>MFCU Money Market ID 02</b>					
<b>Balance On Hand 6/1/2017</b>					<b>\$ 28,568.23</b>
<b>Adjustments/Transfers</b>					
06/30/2017	ADJUSTMENT	211	Bank Interest Payment	\$ 3.52	
				TOTAL	<u>\$ 3.52</u>
<b>Total Deposits</b>					<b>\$ 3.52</b>
<b>Total Disbursements</b>					<b>\$ 0.00</b>
<b>Balance On Hand 6/30/2017</b>					<b>\$ 28,571.75</b>
<b>MFCU Checking ID 10</b>					



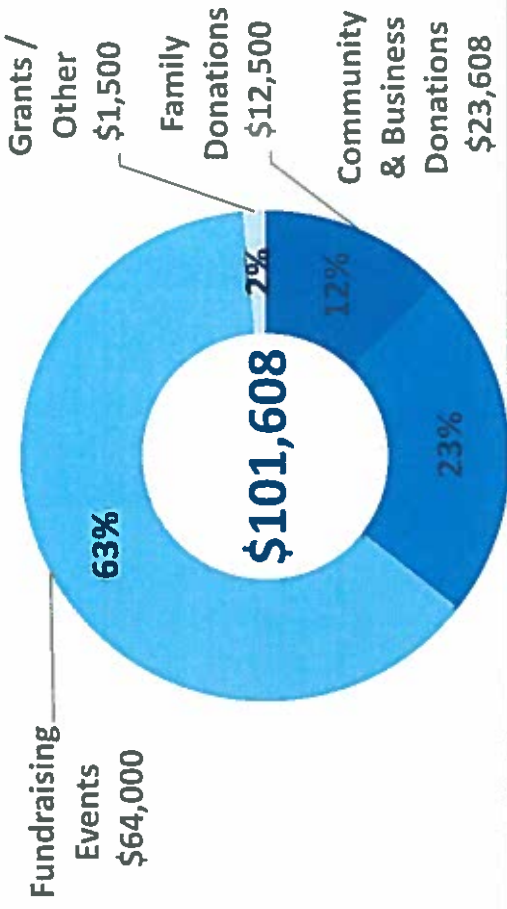
<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
Balance On Hand 6/1/2017					<u>\$ 200.00</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 6/30/2017					<u>\$ 200.00</u>
Other Information					

# FOABE Income and Expenses

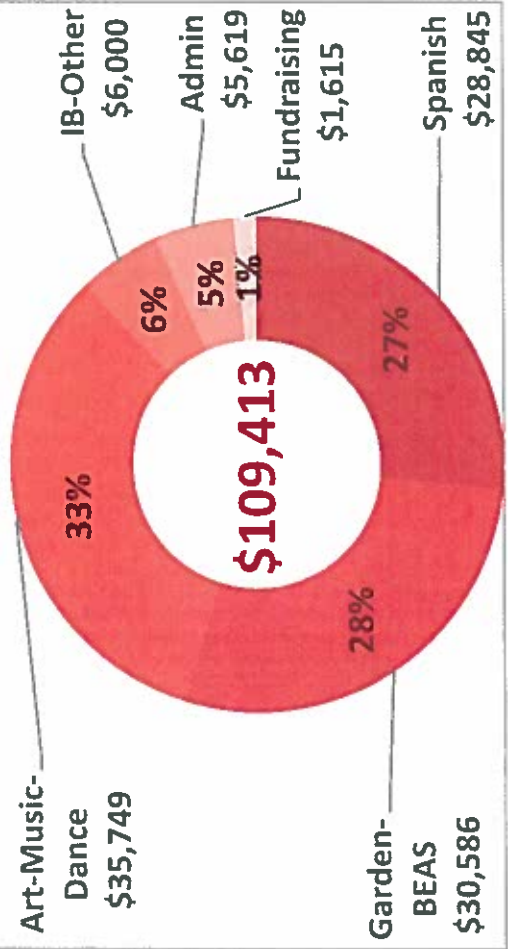
## Funds Raised 7/1/16 to 6/30/17



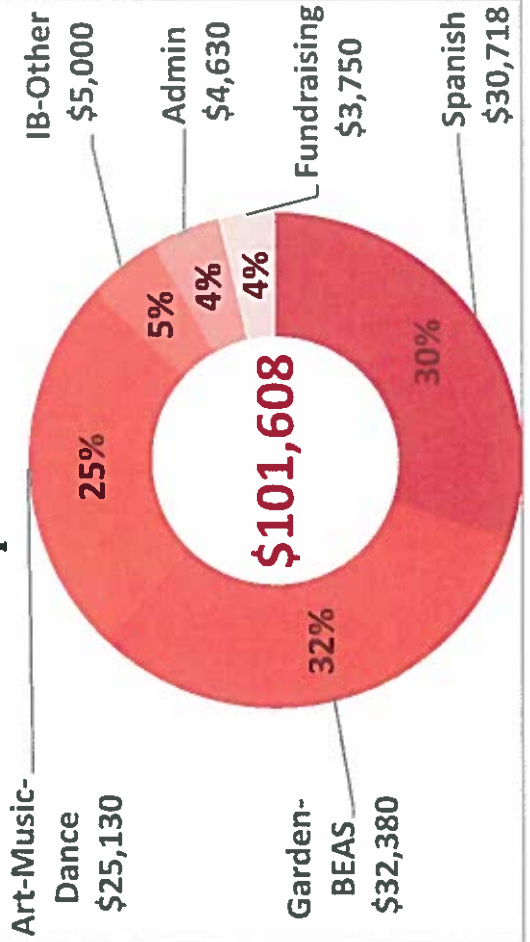
## Fundraising Goals for 2016-17



## Expenses 7/1/16 to 6/30/17

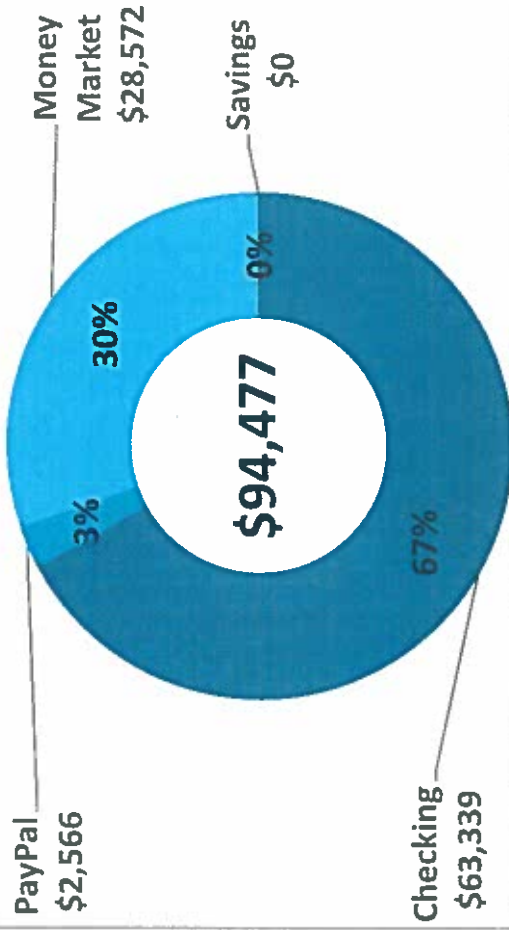


## Planned Expenses for 2016-17

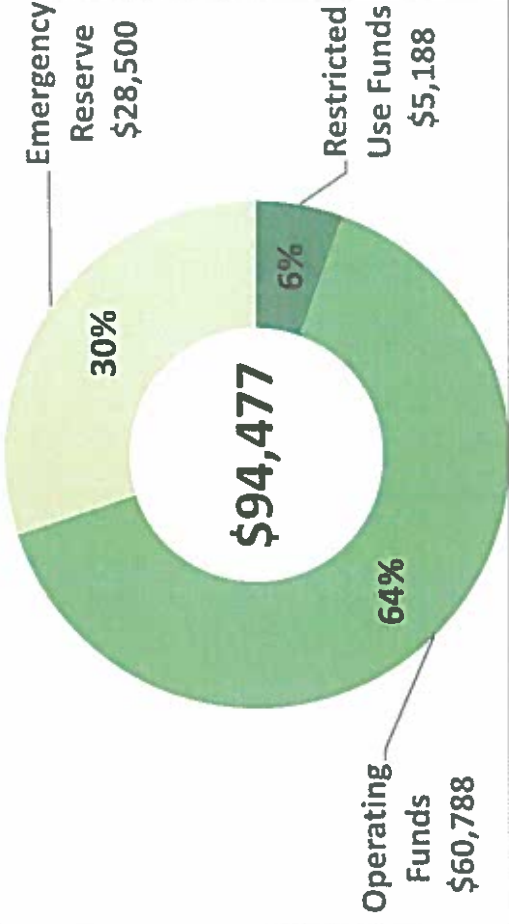


# FOABE Assets

Account Balances as of 6/30/17



Funds Availability as of 6/30/17



# Friends of Alice Birney Elementary

## Attachment D: 2017/2018 MEMBERS OF THE BOARD

Board Position	Member	Year in Office
President	Wendy DeCesare	3 <sup>rd</sup>
Vice President	Chris Jaccard	3 <sup>rd</sup>
Treasurer	Nikki Bergstrom	2 <sup>nd</sup>
Secretary	Brenda Anderson	2 <sup>nd</sup>
Principal	Amanda Hammond-Williams	Permanent position
PTA Liaison	Cris Scorza	1 <sup>st</sup>
At-Large	Chris Lazich	1 <sup>st</sup>
At-Large	Sarah McLure	1 <sup>st</sup>
At-Large	Tulip Howard	3 <sup>rd</sup>

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>