

# *Friends* of Alice Birney Elementary

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## **6:00 PM | THURSDAY August 13, 2020 | ZOOM Remote Meeting**

<b>Time</b>	<b>Item</b>	<b>Who</b>	<b>Action</b>	<b>Attachment</b>
6:00 PM	Approve Agenda	Board Members	Motion/ Vote	None
6:02 PM	Approve Minutes - June 2020	Board Members	Motion/ Vote	Attachment A
6:05 PM	Treasurer's Report	Shelley	No	Attachment B
6:20 PM	Future Planning- Calendar	Michael and Ms Amanda	No	Attachment C
6:40 PM	Fall Fundraiser	Janet	No	None
6:50 PM	Other Business	Board Members	No	None
7:00 PM	Adjourn	Board Members	No	None

# *Friends* of Alice Birney Elementary

## 6/18/2020 Meeting – Virtual Meeting (Zoom)

Meeting Called to Order by Michael Van Lyon – 6:04 PM

Topic	Discussion	Action																
Agenda	Agenda Approved	Motion to approve: Kati / Shelley																
Attendance	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Michael Van Lyon</td> <td>President</td> </tr> <tr> <td>Janet Snook</td> <td>Vice President</td> </tr> <tr> <td>Shelley Jaccard</td> <td>Treasurer</td> </tr> <tr> <td>Erin MacKinnon</td> <td>Secretary</td> </tr> <tr> <td>Fran Daly</td> <td></td> </tr> <tr> <td>Kati Bennett</td> <td></td> </tr> <tr> <td>Amanda Wallace</td> <td></td> </tr> <tr> <td>Jennifer Burgess</td> <td></td> </tr> </table>	Michael Van Lyon	President	Janet Snook	Vice President	Shelley Jaccard	Treasurer	Erin MacKinnon	Secretary	Fran Daly		Kati Bennett		Amanda Wallace		Jennifer Burgess		
Michael Van Lyon	President																	
Janet Snook	Vice President																	
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Erin MacKinnon	Secretary																	
Fran Daly																		
Kati Bennett																		
Amanda Wallace																		
Jennifer Burgess																		
End of Year	Michael read thank you note from Community Mortgage, which included a \$2,000 donation																	
Treasurer's Report (Shelley)	<ul style="list-style-type: none"> <li>● May was uneventful in fundraising due to COVID/Distance learning               <ul style="list-style-type: none"> <li>○ No checks cashed; \$3,300 in donations from RFTG</li> </ul> </li> <li>● RFTG Finances               <ul style="list-style-type: none"> <li>○ Some RFTG supply reimbursements remaining to Jen</li> <li>○ Anticipating \$924 expense in June for shirts</li> </ul> </li> <li>● \$9,400 taken out of unallocated reserves to pay for bus trips               <ul style="list-style-type: none"> <li>○ check sent to cover bus fees</li> </ul> </li> <li>● Checks to specials teachers likely to be cashed in June</li> <li>● FOABE plans to have a budget meeting in August, possibly virtual</li> <li>● \$500 from Junior Academy reimbursed</li> </ul>																	
RFTG Wrap-up	<ul style="list-style-type: none"> <li>● Random selection of names and random selection of prizes               <ul style="list-style-type: none"> <li>○ Discussed how to handle student being drawn multiple times</li> <li>○ Janet to dress up as Ms. Bee to give out prizes in July</li> </ul> </li> <li>● Dance party for top classes (Medlock, Ms. R, Ms. Sidell)</li> </ul>																	

Other	<ul style="list-style-type: none"> <li>● Katie - field is open and many off-leash dogs back on the field <ul style="list-style-type: none"> <li>○ Should we put a poster up?</li> </ul> </li> <li>● Jen to take Secretary role for upcoming school year</li> <li>● Janet - are we in agreement regarding using Mixed Bag Designs for our fall fundraiser or are we tired of it? <ul style="list-style-type: none"> <li>○ Birney did a lot of online sales last year</li> <li>○ Vote on use of Mixed Bag Design approved</li> </ul> </li> <li>● Fundraising for the upcoming school year - we will need to find other ways to raise funds. <ul style="list-style-type: none"> <li>○ Possibly create a team to reach more businesses</li> <li>○ Michael suggested Farm Fresh to You produce boxes as a possible fundraising program</li> <li>○ Amanda suggested an art showcase/talent show, dinner night <ul style="list-style-type: none"> <li>■ visual arts vs performance arts</li> </ul> </li> </ul> </li> <li>● We need post the remaining \$1,000 sponsors on Instagram</li> </ul>	<p>Motion to use Mixed Bag Design again:</p> <p>Michael/Erin</p>
Adjourn	Meeting adjourned at 7:07 pm	Motion to adjourn: Erin / Janet
Next Meeting	TBD	

	<u>Selected Period</u>	<u>Year to Date</u>	<u>Budget</u>
<b>Cash Balance Forward</b>			
MFCU Checking ID 09	110,361.49	110,361.49	110,361.49
MFCU Checking ID 10	183.00	183.00	183.00
MFCU Money Market ID 02	28,698.32	28,698.32	28,698.32
MFCU Savings ID 01	0.00	0.00	0.00
PayPal Account	237.51	237.51	237.51
Total Cash Balance Forward	\$ 139,480.32	\$ 139,480.32	\$ 139,480.32
<b>Receipts</b>			
<b>Administration</b>			
Donations - Administration	2,250.00	2,250.00	8,000.00
Donations - Community	0.00	0.00	2,500.00
Interest Income	2.44	2.44	50.00
<b>Fundraisers</b>			
Amazon Smile	0.00	0.00	350.00
Big Give	0.00	0.00	35,000.00
BNO-2 (Birney Night Out)	0.00	0.00	6,000.00
CSA Produce Box Fundraiser	0.00	0.00	500.00
Fall Fundraiser	0.00	0.00	20,000.00
Family Dinner Nights	0.00	0.00	2,000.00
Monthly Contributions (Give a Latte)	150.00	150.00	2,000.00
Run for the Green	25.00	25.00	50,000.00
<b>Programs</b>			
Garden	400.00	400.00	0.00
Total Receipts	\$ 2,827.44	\$ 2,827.44	\$ 126,400.00
<b>Expenses</b>			
<b>Administration</b>			
Advertising & Promotion	0.00	0.00	250.00
Bank Charges	0.00	0.00	50.00
Bank Charges - NSF	0.00	0.00	60.00
Childcare	0.00	0.00	100.00
Computer Expense	0.00	0.00	650.00
IB Enrichment- Grade 0	0.00	0.00	500.00
IB Enrichment- Grade 1	0.00	0.00	500.00
IB Enrichment- Grade 2	0.00	0.00	500.00
IB Enrichment- Grade 3	0.00	0.00	500.00
IB Enrichment- Grade 4	0.00	0.00	500.00
IB Enrichment- Grade 5	0.00	0.00	500.00
Insurance	0.00	0.00	750.00
Meeting Hospitality	0.00	0.00	100.00
Operating Expenses	0.00	0.00	200.00
PayPal Fees - Administration	9.10	9.10	50.00
Postage	0.00	0.00	100.00
Supplies	0.00	0.00	100.00
<b>Fundraisers</b>			
Big Give	0.00	0.00	500.00
BNO-2 (Birney Night Out)	0.00	0.00	550.00
Fall Fundraiser	0.00	0.00	1,000.00
Monthly Contributions (Give a Latte)	5.40	5.40	50.00
Run for the Green	210.00	210.00	2,500.00
<b>Programs</b>			
Art/Music/Dance	7,000.00	7,000.00	37,500.00
Garden	7,375.00	7,375.00	37,500.00
IB Membership and Evaluation	0.00	0.00	3,500.00
Spanish	6,525.00	6,525.00	37,500.00

Total Expenses	\$ 21,124.50	\$ 21,124.50	\$ 126,010.00
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Net Receipts	\$ (18,297.06)	\$ (18,297.06)	\$ 390.00
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Less:			
2018-19 FIELD TRIP REIMBURSEMENTS (\$9417)			0.00
Emergency Reserve			28,500.00
Garden Supplies/Equipment/Hydroponic Wall			504.61
IB Materials			2,882.50
IB Membership and Evaluation Certification Fees			7,000.00
Kaiser Staff Lounge/Kitchen Grant 2016			0.00
Kovelant Community Fund			451.75
Las Patronas Fall 2017 Minor Grant			0.00
Library Donation 2017			9.88
PTA Grant for Garden (Hydroponic wall)			0.00
Zurich University Hosting			589.00
Unallocated Reserves			99,932.58
			<hr/>
			\$ 0.00
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<b>Cash Balance</b>	\$ 121,183.26	\$ 121,183.26	

**Checks Written**

628	Charles Evans	June 2020 Invoice	4,500.00
629	Dig Down Deep	June Invoice	4,100.00
630	Extra Graphic	RFTG t-shirts extra	210.00
631	Dig Down Deep	July Invoice	3,275.00
632	Charles Evans	July invoice	2,500.00
633	IES Language Foundation	June and July invoice	6,525.00

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Signature

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Date