



MINUTES

July 12, 2018

The meeting was called to order by Petra Schumann at 7:05 pm.

In attendance: Petra Schumann, Chris Zimdars Rachel Cauteruccio, Chris Dunhill, Sheila Ornelas, Rita Sargent, Nicole Copeland, Mary McArdle, Tracey Berliner, Sharon Pelleriti, Lori Trayler, Lisa Byrne, Jen Uter, Lynn Anderson

Approval of Minutes

The minutes were emailed to the board from the June 14, 2018, meeting and approved.

1) Fundraising Event Updates:

- a) TN Alumni Reunion at Nick's June 22nd – Julie A & Nicole C – Attended for 1 ½ hours, raised \$325 in donations. Positive feedback from alumni. Mike Durkin requested we present TNEF to the Lions Club. Another TN reunion soon, Julie will send the information. Mary M will look into the class of 1981. Chris D and Julie will attend the Chamber of Commerce meeting.
- b) 4th of July food booth – Nicole C & Rita S – Booth was a success raising ~\$1250.00 with \$400 in costs, final total \$850.00. The foundation plans to host a booth next year.

2) Treasurer's Report – Chris Z

- a) Financial report – See attached
- b) New bank account – US Bank account opened
- c) Tax ID for our 501C has arrived

3) Committee Reports

- a) **Appropriations Committee** – Petra S
 - i) Initial budget for funding of Terra Nova College & Career Services – See attached
 - ii) Discussed and approved budget for funding
- b) **TNEF Dinner Fundraiser** – Rachel C – Committee will meet 7/25
- c) **Business Outreach** –Julie A & Rita S – Julie will set up a meeting after 8/4 when she returns
- d) **8th Grade Transition Team:** Sheila O – Team has 2nd meeting set for 8/14 @ 7:00

4) **Other:** Julie A, Rita S and Mary M attended the JUHSD district meeting and provided a positive update. The board is working on housing for new teachers to the district and Mary met with a board member to discuss issues at TN.

5) Action Items/To-do:

- a) Call Center – Chris D – Call Center is set for 8/22 at the Dunhill's home. Will create text template with link to donate.
- b) Send update on initial fundraiser "Success" email (school wide) – Chris Z, Rachel O & Ms. Carey – Initial fundraiser officially ends 8/15/2018
- c) We need to confirm that Diane S is sending thank you emails to cash donors if we have their information
- d) Fog Fest booth – Sharon P & Julie A will add TNEF to the wait list for a booth
- e) 2018-2019 Communications plan – Chris D & Rachel C. need to review our data base and TN media resources. We need to celebrate TNEF accomplishments and last year's class.

6) **Next Meeting** - Thursday, August 9th, 7-8PM, Terra Nova Library (*the 2nd Thursday of every month*)

Terra Nova Education Foundation - July 2018 P&L

July 2018 Summary

- We are close to our \$10K goal; Additional donations expected when tax ID arrives
- 42 PayPal donors w/ avg of \$176
- Opened US Bank checking account w/ Chris & Petra as signers; Purchased checks
- Next steps: 1. Replace PayPal w/ Stripe; 2. Retrieve PayPal \$ from PTO;
- 3. When new tax ID arrives, share with cash & check donors

REVENUE	6/1-7/12	YTD
PayPal donations	\$1,125.00	\$7,395.00
Stripe donations	\$0.00	\$0.00
Cash & check donations	\$1,305.00	\$1,530.00
Fundraising initiatives:		
4th of July	\$1,172.00	\$1,130.00
Fall Gala		
TOTAL REVENUE	\$3,602.00	\$10,055.00

Event Tracking

July 4th, 2018 - Frontierland

Revenue	\$1,172
Expense 1	\$372
Expense 2	\$0
Expense 3	\$0
Net	\$800
Total Hours	45
Net / Hour	\$18

EXPENSES	6/1-7/12	YTD
Administration Expenses		
Wix Internet		\$84.00
PayPal interest deducted (roughly 3% of gross)		\$227.00
Event Expenses		
4th of July (estimate)	\$372.00	\$372.00
Fall Gala		
Committee Expenses		
TOTAL EXPENDITURES	\$372.00	\$683.00

Net added since start of prior month	\$3,230.00
Cash Balance - July 12, 2018	\$9,372.00

Signed: *Chris Zimdars* Treasurer 7/12/2018

**Terra Nova High School College/Career Counseling
Budget Proposal to Terra Nova Education Foundation**

Submitted by Vice Principal Kevin Asbra; APPROVED by TNEF Board 7/12/18

	<u>Budget:</u>
College/Career Center Resources & Professional Needs	\$3,400
NACAC Annual Conference in Salt Lake City (registration, hotel, flight)	\$1,495
2nd computer for College/Career Center	\$1,000
Publications (ie Book of Majors, Fiske Guide, Test Prep)	\$600
UC-College Counselors Conference	\$95
CSU-College Counselors Conference	\$85
NACAC Membership (National Association of College Admissions Counselors)	\$80
WACAC Membership (Western Association of College Admissions Counselors)	\$45
On-campus Events & Student Support	\$2,300
Evening presentations (ie FAFSA night, Funding College)	\$1,000
Thank you gifts for College/Career Representatives who visit TN campus to talk w/ students	\$500
College essay writing support for seniors	\$500
Guest speakers (ie Writing the college essay, filling out the applications)	\$300
College Tours	\$2,000
Four (4) College Tours-Two (2) each semester	\$2,000
Marketing	\$950
Funding/Incentives to assist with College and Career Center portion of website	\$550
Marketing Materials to post around campus	\$400
College Fairs	\$350
Serramonte College Fair - Incentives for students in attendance	\$350
TOTAL Budget:	<u>\$9,000</u>