



Terra Nova Education Foundation

Elevating Academic Excellence & Achievement

Terra Nova Education Foundation Executive Board Meeting

June 7, 2018, 7:00PM
510 Goodman Road, Pacifica

Minutes

Attendees: Petra Schumann, Chris Zimdars, Rachel Cauteruccio, Sheila Ornelas, Jason Selli

1. TN Reunion on 6/22 – TNEF donation box, yes or no?
 - 1.1. Decision to move ahead with plan, Rachel to provide Julie with a secure lockbox and we will add this to the next meeting on 6/14/18.
2. Finances & banking
 - 2.1. Chris Z. will open up an account with US Bank.
 - 2.2. Chris will set up a locked location on the TNEF website to store documents.
3. Board roles
 - 3.1. The following Board of Directors roles were discussed and positions were voted on. There was unanimous decision in favor of:
 - 3.1.1. President: Petra Schumann
 - 3.1.2. Vice President: Chris Dunhill
 - 3.1.3. Secretary: Sheila Ornelas
 - 3.1.4. Treasurer: Chris Zimdars
 - 3.2. The board can have up to 9 members and we currently have 7 filled. We would like to fill the 2 open positions.
4. Committee leadership
 - 4.1. TNEF has 4 sub-committees:
 - 4.1.1. Business Outreach – Lead by Julie Arnaudo & Rita Sargent. We need to solicit new members to this group. We will use the following for Business/Corporate donations: Platinum: >\$2500, Gold: >\$1000, Silver: > \$500 and Bronze: >\$250
 - 4.1.2. 8th Grade Transition Team – Lead by Patty Dunhill. We currently have 6 members.
 - 4.1.3. Fall Fundraiser Team – Lead by Rachel Cauteruccio. We need to solicit new members to this group.
 - 4.1.4. Appropriations Team – Lead by Petra Schumann & Mr. Asbra. We need to solicit new members to this group.
5. Non-profit application process and status
 - 5.1. IRS filing was submitted May 11th by John Gonzalez.
6. Bylaws next steps
 - 6.1. Sheila will send Petra the bylaws for another review. Petra will send to Rachel who will have a lawyer review.
7. Insurance – Petra has started the paperwork and is holding off for TNEF Tax ID.
8. Agenda for June 14 meeting – Agenda items were discussed and will be provided at the 6/14 meeting.
9. Schedule the next board meeting(s) – The Board decided to meet 1 hour prior to the main meeting. Next Board meeting will be Thursday July 12th, 6:00pm.