

Meeting Date: August 29, 2016

Location: CMS Media Center

In Attendance: Ninma Logan, President
Jonathan Tanner, Ex-Officio (Visited at beginning)
Venus Corbin-May, Teacher Liaison to the Board
JoAnna Deering, Secretary
Stephanie Hutchinson, Events Director
Rhonda Powell-Woodard, Communications Director
Cheryl Waybright, Secretary/Treasurer
Erik Thompson, Assistant Principal (Community Team)
Donyalla Manns, Faculty (Community Team)

Call to Order: Ninma Logan called the meeting to order at 5:03 pm.

Mission: *Partner with our community to enrich the lives of all Campbell Middle School students and faculty by **funding innovative and extraordinary learning experiences.***

Objective: Formally welcome new board!
Focus on Fall Event
Minor housekeeping items

Principal Update: Information and requests by Mr. Tanner included:

1. The check from the CCSF Foundation has arrived. He is in process of requesting a new check to the CMS Foundation.
2. He would like the foundation to fund immediately a new bike rack. **Cheryl motioned to approve as this would fall under the “beautification” funding goals; Stephanie seconded. No opposition, motion carried. Cheryl will take the action item to research and purchase.**

Committee Reports: President’s Report:

Introductions: Ninma introduced everyone new and returning:

- Mr. Erik Thompson is Assistant Principal and oversees all Community Faculty Teams which includes the Foundation Team that Venus chairs, the PTSA team, and others.
- Dr. Manns is part of the Community Faculty Team and is new to the school – all gave a warm welcome.
- Rhonda Powell-Woodward, Board Director who graciously agreed to lead the communications and PR team.
- Cheryl Waybright, Board Treasurer who also leads corporate sponsorships and fundraising teams.
- JoAnna Deering, Board Secretary (Governance/Audit)

- Stephanie Hutchinson, Board Director (Events Team).
- Venus Corbin-May, Teacher Liaison to the Board who leads the Faculty Foundation Team.
- Not present was Steve Budow, serving as Vice President until we find a replacement and we have transitioned his name from all corporate records with all entities.

Volunteers: Stephanie has uploaded the volunteer list from the 8/16 sign-ups onto the Google Drive. Ninma is reaching out to each and will be placing people on teams as individuals express their interest and talents.

Fast Passes: Ninma noted the success of Fast Passes.

Great American Sale: Ninma has not firmed up details but is in discussion with the sales person.

Governance transition: Cheryl provided a brief overview of the final annual meeting of the founding board and will transition the action to make the needed changes to the bylaws and articles of incorporation to JoAnna.

New Business: Cheryl brought up the issue of the Square card reader noting that liability for swiping that cards have chips rests on the Foundation if we do not use a Square card with a chip reader. She noted that the total cost is \$30.17 but that \$27 will be offset by a savings on the next \$1,000 due to free processing received on the next \$1,000 we do. ***Cheryl motioned to be reimbursed for the cost of the chip reader and that we will evaluate need for another one before our next event; Stephanie seconded. No opposition, motion carried.***

Fundraising, November 10 Event Notes:

- Save the Date to go out by Friday
- October 1 to be early registration.
- Date and time discussed - all agreed to do an afterschool, early evening event on Thursday November 10.
- Mr. Thompson to secure Mr. Tanner's approval and space reservation.
- Stephanie to provide a detailed summary of all action items and kick-off weekly detailed planning meetings.

Recap Action Items: Action items were not reviewed though an updated list is attached to these minutes. See pages 3-4.

Next Meeting: Ninma will reach out to confirm next meeting.

Adjournment: The meeting adjourned at 6:10 pm.

Action Items from Prior Meetings updated at this meeting:

Meeting Date	Status/Update	Detail
8/4/16	Ongoing.	November event - Anita and Stephanie to begin planning.
8/4/16	Ongoing.	Mystery Dinner Gala: In the spring. Ninma and Stephanie to focus on this after we conquer Open House.
8/4/16	School volunteer form translated for 8/9/16 and 8/16/16; still working on main points.	Venus agreed to get the main points and the school volunteer form translated.
8/4/16	Ongoing	Awareness: all were in agreement to be part of the CHS Football Fridays with an information table. Ninma to get clearance from CHS.
8/4/16	Ongoing – Ninma attended on 8/10 and will continue to attend each month.	Teacher Team meetings on the 1 st Wednesday each month at 8am except August which will be on August 10 at 8am.
8/23/16	In process.	Mr. Tanner to follow up on the check from CCSDEF. Update 8/29: Check is in, now Mr. Tanner is working on processing it to the Foundation.
8/23/16	Contact made, Ninma is waiting on details from GA.	Ninma - follow up with the Great American contact and to establish a quick strike team to implement.
8/23/16	In process.	Ninma - Set up sign-up genius for Great American sales volunteers, Spartan Up volunteers, and fall event.
8/23/16	In process.	Cheryl to finalize the partnership/donor agreement.

New Action Items from this Meeting:

Meeting Date	Status/Update	Detail
8/29/16		Ninma, take Sprint Soccer Shirt to UUA and obtain pricing or, hopefully, donation for a Spartan logo on the back.
8/29/16		Cheryl – coordinate Sprint to be on site for Soccer Meeting on September 7.
8/29/16		Event: Mr. Thompson to confirm 11/10 is clear with Mr. Tanner and begin the space reservation process.
8/29/16		Stephanie to set planning meeting schedule for fall fundraiser.
8/29/16		Governance – at the next meeting, approve the minutes from August 23, July 7, and May 19.
8/29/16		Need to set Monthly Board Meeting Dates through June 30, 2017.
8/29/16		Cheryl to get pricing on checks for approval to order.
8/29/16		Cheryl to check into cost of and exact details for liability

		insurance for events.
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Action Items Closed at this Meeting:

Meeting Date	Status/Update	Detail
8/4/16	Complete, materials submitted week of 8/8/16.	Mr. Tanner is turning in the paperwork to receive balance of \$3267.25.
8/4/16	Complete and ready to go on 8/13/16.	Cheryl to set up website for Spartan Up.
8/4/16	Complete and sent to Mr. Tanner on 8/16/16.	Cheryl to create form for teacher donations (shirts).
8/4/16	Complete for 8/16/16.	Ninma and Stephanie to finalize and implement details for Open House.
8/4/16	Complete – awards presented on Monday the 8 th .	Cheryl to prepare script for the announcements to recognize the two winners of the first Sparks game. Venus and Anita will be in the rooms to present the awards upon announcement.
8/4/16	Complete – meeting held 8/25, minutes distributed 8/26; covered 8/29.	Cheryl to finalize the details for the final meeting of the outgoing board and communicate back when complete.
8/23/16	Complete – this is in the CMS google drive.	Stephanie to create the Google doc for the volunteer list.
8/23/16	Complete 8/29	Ninma to send list of who has received shirts to Cheryl.
8/23/16	Complete 8/24	Cheryl to resend faculty form to Venus for distribution.