

Encinitas Educational Foundation
Minutes for Board Meeting Held November 10, 2014
Location: District Office



Meeting Attendees

EEF Board		Other Member/Attendees	
Gerald Singleton	President, OK	James Baxter	OK Representative
Shelly Kelly	V.P., Community	Grace Ko	
Shad Butte	Secretary, CAP	Melissa Wadley	EEF Executive Director
Rick Johnson	Community	Cheryl Shelhamer	EEF Bookkeeper
Nancy Diana Jones	EUSD District		
Kay McKenzie	PDL		
Jill Thomas	OPE		

1. **Call to Order:** The meeting was called to order by Gerald Singleton at 6:35 pm.

2. **Reading and Approval of the Minutes from September 8th:** Motion was made by Jill Thomas and seconded by Rick Johnson to approve the minutes of the September 8th meeting. **Motion carried.**

Reading and Approval of the Minutes from October 5th: Shelly Kelly noticed there was an error in the draft of the minutes under New Business. Instead of reading “Hire Shelly Kelly at a rate of \$21.65 per hour” it should have read “Hire Shelly Kelly at a rate of \$25.00 per hour”. This change will be made to the final copy of the minutes. Motion was made by Shad Butte and seconded by Kay McKenzie to make this change to the draft and to approve the minutes of the October 5th meeting. **Motion carried.**

3. **Reports from the Officers:**

a. **President:** Gerald Singleton said that he would discuss some ideas related to the upcoming Golf Tournament during that part of the meeting. Melissa McGhee brought up the topic of Foundation “Policies and Procedures” and “Best Practices” and that we needed to complete the process that was begun last year, and that having them will assist in pursuing donor opportunities. An example is some donor or grant submission requests requires the group’s written policy of non-discrimination. Melissa said that she would begin gathering policies that are typical for a Foundation like EEF and will present a draft of “Policies and Procedures” for at the next meeting for review. Cheryl Shelhamer also mentioned that there is a financial component to “Best Practices” and are related to “Financial Layers of Review”, and that she will present some of those requirements in a draft format at the next meeting.

Rick Johnson asked Jerry the possibility of putting together a committee or having a meeting to brainstorm on what the Foundation “wants to be” and to come with some ideas of a signature project that could be used to generate donor interest. Gerry felt that was a good idea and that those interested could meet to begin the brainstorming session.

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Treasurers Report: Cheryl Shelhamer led a discussion related to the overall financial review of EEF, and cited the most recent fundraising results of the school sites. She mentioned that within the general EEF account there is a \$1,506 balance that has been there for some time, and was a donation made specifically for Special Education. The group discussed it would be appropriate to transfer this balance to EUSD so they could use the money for that purpose.

Donate \$1,506.54 to EUSD for purposes of Special Education. Motion was made by Jill Thomas and seconded by Rick Johnson. **Motion carried.**

4. District Liaison Report:

Nancy Diana Jones reported on some of the recent programs EUSD is involved with, including the progress made on the Farm Lab. She also reported on various awards given to the District for some of their innovative programs. Many agreed that these awards and innovative programs were good selling points to use in procuring donations.

5. Golf Tournament Update:

Gerald led a discussion of the tournament fee rate structure, and it was decided to increase the price over last year. The tournament will be held on Monday, January 26th at the Encinitas Ranch Golf Course. The price will be \$250 per person, or \$900 per foursome. A discounted rate of \$150 will be offered to parents that have donated to the Annual Giving Fund at their child's school. There will be committee meeting held to discuss the logistics of the golf tournament.

6. Nominations for Additional EEF Director Positions

A proxy vote of the School Site reps was conducted to elect up to three additional Directors to the Board. The nominees were Grace Ko, Louise Borelli, and James Baxter. Melissa submitted the results of the proxy vote, which confirmed the election of all three to the Board.

Approve the Proxy Vote electing Grace Ko, Louise Borelli, and James Baxter to the EEF Board. Motion was made by Nancy Diana Jones and seconded by Kay McKenzie. Motion passed.

Grace Ko volunteered to enter a Foundation Profile into the "Give Big San Diego" fundraising campaign. This profile can be used as a template for similar situations.

7. New Business

- a. Vendor Recurring Payments:** Melissa led a discussion related to devising a method for the Board to approve auto transfers for recurring payments to vendors. Currently two check signers are required on checks, but it would save time and resources to develop an easier way to pay vendors while still maintaining fiscal safeguards. Melissa will develop a policy to present to the Board at the next meeting.

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- b. **Give Big:** Grace Ko volunteered to create an EEF Foundation profile to use in submitting a funding request to the San Diego Center for Charitable Giving Online. This profile will also be used as a template for future donation requests.
- c. **990 Tax Returns:** Melissa led a discussion related to whether 990 Tax Returns for the Foundation should be posted on the website. After discussion, the following motion was made:

Post Foundation 990 Tax Returns onto the Website. Motion was made by James Baxter and seconded by Grace Ko. Motion passed.

- d. **Volunteer of the Year:** Melissa discussed creating a new award where a deserving Foundation volunteer will be recognized each year as the “Volunteer of the Year”. After general agreement the following motion was made:

A “Volunteer of the Year” will be created and the Board will vote on the most deserving Foundation volunteer each year. Motion was made by James Baxter and seconded by Grace Ko. Motion passed.

After a discussion of potential nominees, the following motion was made:

Kay Mackenzie will be recognized as the 2014 “Volunteer of the Year”. Motion was made by James Baxter and seconded by Grace Ko. Motion passed.

- e. **Site Rep Positions – President, VP and Treasurer:** Melissa led a discussion related to the formal positions of the Site EEF Representatives. After much deliberation, it was agreed that Melissa will provide a road map of the various Site Rep functions to include the roles of President, Vice President, and Treasurer. Although some sites have these individual positions, many felt that compelling the sites to have three specific representatives might not be necessary.
- f. **Vice President Resignation:** Shelly Kelly resigned as Vice President in order to better pursue her responsibilities as a part time Foundation [contract staff member \(not really an employee\)](#) employee.

Adjournment: At 8:10pm the meeting was adjourned.

Respectfully submitted by Shad Butte, November 15, 2014.