

# *Yuba River Charter School Educational Foundation*

505 Main Street ~ Nevada City, CA 95959

## **DRAFT MINUTES**

**Wednesday, January 11, 2012 in the YRCS Library**

**PRESENT:** **James Robinson**, Chairperson  
**Denise Reynolds**, Treasurer  
**Caleb Buckley**, YRCS Director  
**Melissa Seibold**, Secretary and Parent Council Rep  
**Adriana Kelly**, 7<sup>th</sup> Grade Rep  
**Susan Egan**, YRCS Business Manager  
**Tim Smith**, 3<sup>rd</sup> Grade Rep  
**Nichols Baughman**, Rose Kindergarten Rep  
**Robert Wallis**, Charter Council Representative

**OTHERS PRESENT:** **Vitskaia Fernandes**, Minutes Taker

**NOT PRESENT:** **Heather Peery**, Faculty Rep

**ALSO PRESENT:** **Todd Gjertsen and Elizabeth Soderstrom**

**Call to Order at 3:30 pm;** School Verse was recited.

- **NEXT BOARD MEETING:** **WEDNESDAY, FEBRUARY 29, 2012 at 3:30PM YRCS Library**  
**MARK YOUR CALENDARS for upcoming meetings: 3/28, 4/25, 5/23**
- PUBLIC COMMENTS  
Center for Non-Profit Leadership workshop information for the year distributed by Vitskaia  
The potential monthly Family Dance will be clarified at the next Board meeting per James
- APPROVAL OF MINUTES  
A motion was made for an online minutes approval process: Adriana made the motion, Robert seconded, approved unanimously  
Minutes of Nov. 30, 2011: Motion to approve by Susan, Adriana seconded, approved unanimously
- POTENTIAL NEW BOARD MEMBERSHIP  
  
TODD GJERTSEN, 5<sup>th</sup> & 7<sup>th</sup> grade parent  
Todd introduced himself and spoke of his interest in joining the Board and his concerns re: New Facility project; he requested to become a member of the EdF Board.

ELIZABETH SODERSTROM, Lavender Kindergarten parent, American Rivers Foundation, Director, and recent Board President of SRYCL

Elizabeth introduced herself and spoke of her interests in joining the Board and specifically in grant writing; she requested to become a member of the EdF Board.

Elizabeth outlined the American Rivers Foundation Grant: We partnered with SRYCL and Nevada County and the grant was approved. A total of \$330,000 (\$65,000 for design) will come to YRCS for pervious pavement, rain gardens, swales, and other management of storm water.

Another grant, a State grant, is currently being completed for additional funding.

Todd and Elizabeth were asked to leave the room.

Motion to nominate Todd Gjertsen by Susan, seconded by Robert. There was a discussion.

Motion was unanimously approved.

Motion to nominate Elizabeth Soderstrom by Denise, seconded by Melissa. Discussion.

Motion was unanimously approved.

James noted that the Board will be creating a mandate, agreements, and orientation for new members.

- ANNUAL FUND DRIVE

Melissa distributed the timeline and responsibilities; this campaign will be held primarily during February.

\*Melissa will work with Veronica Morales-Combs to draft the appeal letter.

\*Melissa will update the AFD Timeline and send the phone-a-thon script to Board members.

There was a discussion of our goals and enrollment figures. Goal: \$110,000

- CAPITAL CAMPAIGN and Video Utilization follow-up

- Strategy Committee Report (Members: Tim, Nichols, Adriana, Denise) – nothing new to report; there will be an upcoming conference call. Committee goals: creation of question/answer fact sheet, use of newsletter, looking outside the school community, and outreach.

\*Susan and Adriana will continue creation of question/answer fact sheet

- Website – Susan and Tim are working on the design; bidding will be up next
  - Video Utilization within our community – Identify our ambassadors and do a silent seed campaign. Denise brought in some personal history and the resistance she found when meeting with school families; she suggested that we need a new approach and other strategies. We are looking for ambassadors who will send our video on a link with a page to extended family and friends.
- \*Nichols and Tim will look into uploading the Capital Campaign video to Utube and get it out within the next week.

\*Tim, James, and Melissa will work on the letter and include grant approval information

- OUTREACH & OTHER ED FOUNDATION ACTIVITIES

- Ed Foundation vs. Outreach – the focus of the Ed F & the importance of outreach

James gave a brief overview about the potential of diluting the duties of EdF in relation to outreach; we may want to create a subcommittee to handle Outreach/Special Events issues.

- CONCERT SERIES starts on Fri., January 20<sup>th</sup>: Nichols found artists to perform for free as a benefit for our school. Capacity of auditorium is 291 pp.; he assured the Board that security is covered. Denise suggested a banner announcing Ed Foundation  
\*Melissa will create an Ed Foundation banner
- VICTORIAN CHRISTMAS wrap-up, next steps, next year (?) – Mel/Adriana -- Tabled
- Grandparents & the Annual Report - Tabled
- Alumni Connection - Tabled
- Open Discussion: New Annual Fundraiser Idea
  - Jog-a-Thon for Spring – YRCS Parent Lead (Running Enthusiast-?)  
Melissa presented this idea and several names were suggested

- **REPORTS:**

- a. Director's Report – Caleb reported that Joy Castro-Wehr won Nevada County writing contest. He commented on the improved health of State budget: the State forecast a \$50 cut per student; Rudolf Steiner College school alliance meeting is this weekend. Our new Charter, 204 pages, was turned in to the NCSOS today; it will be voted on on Feb. 8<sup>th</sup>.  
\*Caleb will send out announcement re: EdF Board attending the Feb. 8<sup>th</sup> NCSOS meeting
- b. New Facility – James reported progress on opening an escrow for Adams St. property
- c. EDF Financial Report - Denise handed out the Budget and Excess Funds Report and Allocation of Funds on Hand report, both through Dec. 31, 2011. There was a detailed presentation. There was a discussion about the EdF taking 15% of the Moondance Auction net income, \$3,820.

Motion to approve the budget and excess funds calculations with a few minor changes in VicXmas & Draft Horse expenses was made by Robert, seconded by Melissa, unanimously approved.

- d. YRCS Financial Report – Susan noted that staff salary increases and HSA in 2010 were funded by the EdF
- e. Faculty – no report
- f. Parent Council – no report
- g. Charter Council – The Charter Council approved \$1,500 for HSA (health savings account) for each employee

**FINAL BUSINESS:**

Denise is resigning from the Board. She will be focusing on getting her Master's of Science in holistic nutrition at Hawthorne University for the next three years; she will help with the AFD and train the next Treasurer. She will not be coming to future Board meetings. All Board members were saddened and wished her much happiness!

- Adjournment at 5:35 pm

## **MOTIONS PASSED THIS MEETING:**

Online minutes approval process was approved

Minutes of Nov. 30, 2011 were approved

Two new Board members were approved: Todd Gjertsen and Elizabeth Soderstrom

The budget and excess funds calculations with a few minor changes in VicXmas & Draft Horse expenses were approved

## **TO DO LIST:**

\*Melissa will work with Veronica Morales-Combs to draft the AFD 2012-13 appeal letter.

\*Melissa will update the AFD Timeline and send the phone-a-thon script to Board members

\*Susan and Adriana will continue the creation of question/answer fact sheet for the Capital Campaign

\*Nichols and Tim will look into uploading the Capital Campaign video to Utube and get it out within the next week.

\*Tim, James, and Melissa will work on a Capital Campaign letter to go out with the video on Utube and include grant approval information

\*Melissa will create an Ed Foundation banner

\*Caleb will send out an announcement re: EdF Board attending the Feb. 8<sup>th</sup> NCSOS meeting re: our new Charter approval