

# Mountain Phoenix Community School Foundation

## November 9, 2015 Meeting Minutes

- I. **Call to Order** at 1838. John Kaltenbach, Rich Peters, Lora Adams, Carla Mead, Ruth Trode, Amy Pardue, Tammy Anander, and Kelly (last name?) present
- II. October 19, 2015 minutes approved
- III. Treasurer's Report
  - A. Fun Run funds are collected and deposited in teachers' accounts
  - B. Parent account total \$40,568 before Fun Run deposits; 2 outstanding checks
  - C. Rich will complete the 2014 tax return, due November 15, 2015
  - D. Rich and Tammy are creating a new spread sheet to draw account information together
  - E. Rich will email it to Foundation Board members
  - F. Carla will enter the tax information in the CO Gives site by November 20, 2015
  - G. Carla will update the certificate that registers Foundation as a non-profit, due November 15, 2015
  - H. CO Gives donors will receive an email from the site after donations
  - I. STRIPE donors or auction paddle donors will need a letter in early January 2016 to confirm their donations
  - J. Tammy will discuss the possibility of creating a database to generate donation letters with Terry
  - K. Rich and Judy need to submit resignation letters to facilitate removing them as signatories on the Fidelity account
- IV. Fun Run
  - A. Total income \$32, 157
  - B. \$11,500 was from online donations
  - C. Tammy has created a spreadsheet with all of the teachers' total funds raised
  - D. Carla will meet with PE to tell them that they have \$1500 from this year and money from last year
  - E. Carla will meet with teachers Friday, November 13, 2015, to discuss Fun Run Funds results
- V. Budget
  - A. Proposed budget submitted by John
    1. Prior year donations to Foundation Studies or individual training were \$500 per teacher

2. Prior total committed to Waldorf certification was \$20,000, with up to \$4,000 available to individual teachers
- B. Kelly explained administration priorities:
  1. Funding of Waldorf certification for lead teachers top priority
  2. May be able to include Foundation Studies as part of Waldorf certification, depending on program
- C. Foundation Board is committed to funding \$500 per teacher for Foundation Studies; may be able to change priorities for next year
- D. Waldorf certification funding
  1. Contract must be updated to reflect the payback amounts if a funded teacher leaves Mountain Phoenix
  2. Rich will look at his records for the previous contract
  3. John and Kelly will speak to a lawyer about the contract
  4. Will request applications for Waldorf funding by the end of January, 2016
  5. Will offer individual funding of \$2,000 and give \$4,000 if the funds are available

#### VI. Winter Market

- A. Funds must be turned in to the treasurer so that the money can go through the Foundation to their classroom accounts
- B. If classrooms hold fundraisers, the money will go to their class
- C. Little Elf Shop funds go to the playground

#### VII. CO Gives

- A. The Mountain Phoenix profile is live
- B. Must be launched on the website
- C. Sandra can put a button on the website and on Facebook
- D. Soft launch through Thanksgiving
- E. After Thanksgiving will begin a phone campaign
- F. \_\_\_\_\_ will cancel the STRIPE account to facilitate donors changing to CO Gives
- G. Carla has disabled the auto-deduction accounts in STRIPE
- H. Rich will compose an email message
- I. Carla will send an email to donors explaining the closure of the STRIPE account and the change to CO Gives
- J. Brochure must be finalized this week to be printed in time for inclusion in the Friday Folder before Thanksgiving
- K. Ask if donors' employers offer matching funds

**VIII.** Auction discussion tabled until next meeting

**IX.** Next Meeting: Tuesday, December 15, at 1830

Location: John will request the middle school handiwork room

**X.** Adjourned: whenever you all left