

**San Diego Met High School Foundation  
January 2018 Executive Meeting Minutes**

**Date, Time, and Location:** Wednesday, January 10, 2018 at Starbucks @ 3810 Convoy St

**Meeting called to order by** Meridith Coady at 6:25pm

**Attendance:** Julie Bonnardel, Melissa Agudelo, and Meridith Coady.

**November Meeting Minutes:** Minutes were approved as presented. Melissa Agudelo made a motion to approve the minutes with Julie Bonnardel seconding the motion. They were approved unanimously.

**Principal's Report:** given by Melissa Agudelo

- The \$20,000 grant has been received and the planning of expenditures has begun. There are two main projects planned – one is a trip to Seattle to include the entire Met staff in early March. The second event is a convening of first year principals in the Big Picture Learning network. Should any additional money be remaining, select staff will be sent to the Big Bang Conference in July, with a focus on social emotional learning. Melissa will work with Shawn directly before expenditures begin to ensure proper tracking and reimbursement processes.
- The Met has been participating in outreach events to attract students for fall enrollment. To that end, there is a request to purchase two tablecloths with our logo, as well as a pop up tent with our logo. The cost of the tablecloths is estimated at \$210 each and the tent is \$480. Julie Bonnardel offered to do more research to see if she could find a more reasonably priced option. We will review this at the March Foundation meeting.
- The staff have been reminded of their \$150 project grant which was approved earlier this year. Melissa has asked that she review expenditure requests before they are processed. Meridith will update the reimbursement form to add an area for her signature.
- There is currently consideration amongst school leadership to make Teacher Appreciation Week in May a more formalized celebration as compared to previous years.

**Treasurer's Report:** given by Meridith Coady on behalf of Shawn Coady

- The financials have been reconciled through December 31, 2017. Julie Bonnardel made a motion to approve the financials with Melissa Agudelo seconding the motion. They were approved unanimously.
- The Foundation is owed \$314 as reimbursement for the "Dolores" film field trip. Now that Sylvia Hoffman has returned, Meridith will follow up with an email to Sylvia with a copy to Jill Chiodini and Melissa Agudelo to obtain reimbursement.
- \$300 is earmarked for the front office facelift, which is now complete and beautiful. Thank you, Todd Ferguson! Mr. Ferguson will submit an expense reimbursement.
- Our revenues for Logo wear sales are short of our expenses by \$735. ASB is aware and they are working on promotions to sell more items. Melissa will include a reminder to parents during her next update.

**Old Business:**

- Giving Tuesday generated \$600 in donations. Thanks to Julie Bonnardel for her leadership and for everyone's assistance to make this a success. Julie also initiated a Facebook Giving Tuesday fundraiser, and we are also expecting a \$105 donation from that program. That check is expected to be mailed to us on 1/15/18.
- The coffee and donut party for the winning advisory (which ended up being a four-way tie) will be scheduled.
- As part of the Giving Tuesday communications, it was asked for advisories to be identified on donations for tracking purposes, but all donations will be placed in the general fund and will not be earmarked for a specific advisory or teacher.
- The annual bylaws review was completed by all board members. Meridith Coady made a motion to approve the bylaws in their current form as there are no suggested amendments. Melissa Agudelo seconded the motion and they were approved unanimously.

**New Business:**

- Per our bylaws, the March meeting is when we accept nominations for board positions for the upcoming year, which starts July 2018. Melissa received interest from some parents who had a willingness to participate and she will collect those names for follow up.
- Spring includes the student award celebration, as well as the mentor appreciation luncheon. Melissa has the amounts that were spent last year, and is the planning for these events are in the preliminary stages. She will provide the board a request for funds once those plans have been finalized.
- Julie Bonnardel suggested that we consider some sort of annual celebration for parents and stakeholders, similar to an annual gala but of a smaller scale. We are referring to this fondly as the "Enchantment Under the Sea", as a placeholder name. This will be tabled and addressed as new business at the March meeting.

**Announcements:**

**Next meeting is** Wednesday, March 21, 2018 at 6pm at Appstar Financial, 4619 Viewridge Avenue, San Diego, 92123.

**Meeting adjourned at** 7:11pm

**Minutes compiled by** Meridith Coady

**Minutes approved on** March 21, 2018