

**August 20, 2024**

### Attendees:

* William Alpert, Coyote Creek Principal
* Blaire Wyatt, Assistant Principal
* Tiffany Burkett, CCLF President
* Maria Adriano, CCLF Treasurer
* Mahsa Kowsari, CCLF Secretary
* Karen Young, Certificated Representative
* Janet Terranova, SRVEF Representative
* Vanessa Marriott, PTA President
* Jennifer Wong, Matching Funds Coordinator
* Nina Victoria, Kids Country Director

### Agenda:

* Finances (Treasurer’s Report)
* Registration
* Run for Education
* Fun Run
* PTA Events
* Other Fundraising

**Meeting called to order at 5:05 PST**

#### Introductions:

* 1. The meeting commenced with introductions from all attendees.

#### Learning Fund Update (Karen Young):

* 1. Current gross learning fund stands at $139K, with $102K collected so far.
  2. The difference may be due to installment payments.
  3. A letter explaining the learning fund and CCLF was sent to all families, especially targeting new families which had been very helpful.
  4. It was suggested that Tiffany utilize school email to reach out to everyone. Karen will provide a copy of the previous year’s letter for review.
  5. Tiffany will write an introductory letter promoting CCLF to families, with Karen Young and William Alpert assisting with editing. William Alpert will send the email out. The goal is to send it out by Friday, both via email and as a hard copy in the Friday folder (for TK and Kinder).

#### Board Member Tracker (Maria Adriano):

* 1. Maria has a tracker to document board members.
  2. Vanessa can assign emails to the relevant people.

#### SRVEF Meeting (August 26, 2024):

* 1. The first SRVEF in-person meeting will be on August 26 at 7:00 PM, more information and details to be shared.

#### Shared drive structure (Maria Adriano):

* 1. Once emails are assigned everyone will have access to the shared drives (Gmail).
  2. The shared drive structure was discussed: Coyote Creek sub-folder > Year > Related folders.
  3. Mahsa to create a folder for meeting note and start storing those.

#### Financial Updates (Maria Adriano):

* 1. Maria will purchase QuickBooks for accounting purposes.
  2. Current cash balance: $400,000.
  3. Funds are collected on behalf of the school, and CCLF writes a check to transfer the money to the school. To be discussed in the next meeting.
  4. CCLF holds accounts with Wells Fargo and US Bank.
  5. Tiffany needs to become an additional signatory and arrange a time to visit both banks for registration.

#### Upcoming Events:

* 1. Fun Run is scheduled for November 19, 2024. Last year’s event raised $19,000.
  2. Discussion on adding a Spellathon in winter and a silent auction in spring as the next fundraising events for the year.
  3. $40,000 was approved for field trips this year, with the learning fund offsetting those expenses.
  4. Coyote Creek will initially pay, and CCLF will reimburse them.

#### Action Items:

* 1. Maria Adriano to check with Heidi regarding the July invoice and some invoices needing an online motion for last year’s expenses. Maria will reconcile accounts and coordinate with William Alpert to finalize the review by the end of Friday to close out.
  2. Maria requested everyone to send her a text message with their names as she needs to submit that information to SRVEF through the Gform.
  3. Tiffany Burkett to work with Maria Adriano to visit the bank in person this week (possibly Friday).
  4. Jennifer Wong to update the website with all future meeting dates.
  5. Maria Adriano to share the email from SRVEF with upcoming dates with everyone today.
  6. Janet Terranova to provide the name of the insurance provider for SRVEF to Maria Adriano to check if a blanket policy is available.
  7. By-laws: The signature page needs to be signed. A printed copy will be sent to Heidi for the president, secretary, treasurer, and William Alpert to sign in the office.

#### Other updates:

* 1. Vanessa Marriott: No updates from PTA. Thank you to the PTA for staff lunch.
  2. Tiffany Burkett: Met with Janet to discuss pending items:
     1. Schedules for this year’s meetings.
     2. Crime insurance is not on file. Maria Adriano to apply if there isn’t a blanket policy.
     3. Budget: Maria Adriano has prepared the budget and will share it.
  3. Next call: Motion on last year’s tax return.

#### Next Meeting:

September 17, 2024, at 5:00 PM. William Alpert will post all meetings and times for everyone.

**Meeting Adjourned 5:43 PM**

## Meetings minutes reviewed and approved

* ~~William Alpert, Coyote Creek Principal~~
* ~~Tiffany Burkett, CCLF President~~
* Maria Adriano, CCLF Treasurer
* Mahsa Kowsari, CCLF Secretary
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* Jennifer Wong, Matching Funds Coordinator