

**Cottonwood School for Civics and Science
Board Meeting -- August 2, 2018 5-7pm**

In attendance:

Eddie Francis

Heidi Meister

Greg Smith

Susan Hathaway

Chris Beckley

Nicki Stewart

Jeff Slinger

Absent: Joe Root, Amanda McAdoo

CSCS Community

- Brief discussion on how the protest at ICE impacted the campus (specifically signage on CSCS property)

Consent Agenda Vote -- all passed the May 2018 and June 2018 minutes

Monthly financial report -- Eddie

- See projected to close annually at \$30,000 in the black (under budget by \$50,000)
- Field work supply fees are up \$12,000
- Contributions are up
- Nicki asks where does surplus go? Eddie answers that it gets rolled into net assets
- Solid year financially -- positive outlook
- Dan asks about raising supply fees to \$250 for SY 2019/20 (currently @ \$200)
- About 75% of collection fees have been collected
- Greg asked about FOCSCS fundraising for families that are struggling financially
- Susan mentions a tiered pricing schedule
- Nicki asks "Where are we with Title 1 funds?" 100% of families need to respond for accuracy
 - Important data to have on hand for grant application
 - A digital option for anonymity might be efficient and provide more of an option for reluctant families
- Greg moves to approve financial report -- it passes

There was a discussion on how to get financials prior to the board meeting to provide an opportunity to read thoroughly. Currently, the board gets financials at the meeting Eddie shares that because of the meeting being the first week of the month, the financials are only in his hands 24 hours previously (approx.). Dan suggests requesting that Amanda/Bruce work on getting financials prepared a week ahead of time. August meeting reviews May financials (3 month time-lag)

Executive Director update -- Susan reports for Amanda (see attached ED report)

There is a discussion on changing the board meeting time/location/day based on availability for the lobbyist (Maria Chavez) for the September 6th board meeting

Greg asked about the Emory as a possibility

Alternating between a 4pm and 6pm start time

FOCSCS update -- Dan

- Carolyn and Coral are working from the ground up, slow going but gung-ho
 - Concern with lack of support for this group
- Meeting with members will be taking place in the next few weeks
- Auctioneer charges \$2000 + 5% -- committee is asked to shop around for a less expensive option
- Fundraising team is solid: Katherine (repeated ask), Bernadette (corporate ask); Kim (organization and messaging)
- Dan will be making event planning decisions with committee, rather than waiting for board approval on how to spend funds allotted for this (\$11,000)
- Chris offers to help with event pieces and getting them live on website
- March 9th @ Laurelhurst Club
- Jeff asks for an ask email blast for auction items early in the school year
 - Dan replies that teachers will be doing this as part of class

COMMITTEE UPDATES

Marketing -- Chris

- Website issues -- not malfunctioning, but upload speed was very slow
- Chris is asking for members to help with outreach and PR
- Grant writing - this is an area of need
- September 11 -- Back to School night is key for outreach

Facilities -- Jeff

- August 18th volunteer day
- Teachers want projectors -- short throw options are expensive, but have all the cool stuff
- Jeff has suggested that all classrooms do a Go Fund Me for AV needs and more
- Dan's concern is that GFM might be a conflict with the fundraising committee efforts
- 2 sub-committees within facilities: building search and current functioning
- Lease ends in February 2021 -- Jeff suggests that lease is extended until June
- Dan shares that we could potentially secure a \$3.5 million loan, with \$1.5 million down
- Options: Stay here, move school, or build new facility
- Nicki suggests an outreach to the community about the strategic planning of finding a facility
- Gaining momentum behind search efforts -- include community
- Dan suggests renegotiating with owner due to the fact that expenses for moving will be astronomical

- Dan fears that letting the community in on the search news could possibly incite a withdrawal of students
- Susan wants to look at this as an opportunity for growth
- Owner: 307 Lewers Street 6th floor, Honolulu, Hi (*currently \$22,000/mo*)
- Dan wants to have a conversation with owner
 - Jeff wants to include Dennis on this conversation

Finance Committee -- Eddie

- Technology policy was prepared by Jeff Bissonett
- Intended for staff/volunteer/faculty -- needs edits
- Time spent going over each line to alter draft to a more workable/realistic form
- CSCS Financial Policies and Procedures Manual draft distributed and reviewed
- Eddie has requested from Bruce the remainder of the document (payment receipts, payroll, cash management, disbursements, etc.)
- Nicki would like to know about any suggestions/key findings from the audit

Community Mission -- Greg (see attached Equity minutes)

- Heidi and Greg report that the process of scheduling Aug 23rd -- 2nd meeting to establish purpose
- The committee is a big enough initiative to warrant separate committee - will follow up with this soon
- Include a process for the board to be more present with on-campus operations
- Board commitment sheet to lay out events that should be attended during the school year

Board member communication expectations

- We need expectations for the board -- a weekly check-in, and then the week of a meeting is a daily check into board mailbox
- Minutes should be sent out within 7 days of the meeting
- Task lists
- Prepare for your committee report
- Email if you cannot make the meeting

Board member spotlight

- Employed by Hoffman, Stewart & Schmidt since 2009
- Specialize in manufacturing, construction, and non-profit clients
- Wife (teacher) and son (3.5)
- Born in Longview, WA

