

Board Meeting 1/3/19

Attendees: Laura, Chris, Nicki, Jeff, Amanda, Nels, Eddie, Carolyn, Susan

Community Comment – None

Friends Update by Carolyn: Not doing winter dance to focus on the auction, if the middle school wants to take it on – they will and find a new date for it. Friends meeting on Monday. They haven't gotten to the point of recruiting auction volunteers but Carolyn is comfortable they are in a good spot with the people that are planning it.

Consent Agenda:

Nicki moved to approve the minutes with minor comments to be submitted to the secretary and Eddie seconds. Laura abstaining, everyone else in favor.

Time was given to review the financial report. Balance sheet remains in good shape. \$596k in cash, \$148k in AR, only \$30k in current liabilities. The school has over \$726k in working capital (very liquid). The only long-term liability is a leased asset. MTD P&L showed a net loss of \$16k for a total YTD P&L net income of \$198k. We currently have budgeted for a net income of nearly \$52k for this year. Our updated budget projection is that we will finish with nearly \$58k in net income. Nothing unusual or out of whack in November's MTD P&L. The loss for the month is primarily driven by less income coming in (timing related – Sept & Oct are front-loaded with increased SSF money and recording the fieldwork/supply fees). Our projected net income for the year is down from the last board summary present (Sept. project \$71,748) due to projected increases in salaries/benefits and substitute teachers. The forecast may decrease further as Amanda and Bruce are investigating the projections for sub costs (will likely increase). Overall, we're currently projecting to be \$26k over budget in income and \$20k over budget in expenses this year. Projections for substitutes are lower, need to be increased between \$4K - \$8K. Brainstormed about how to get parents to pay overnight trip fees – currently at 29.6% collected.

Nicki moved to approve the financial report (effectively October and November). Seconded by Eddie. Unanimously approved as stated.

Executive Director update: wait list for after care has been removed. Enrollment continues to have small fluctuations but overall is up from last year. Arts Run raised \$29k which was more than expected. Money used to pay for plays and art teachers. Board members were reminded to look at the list of important upcoming dates. Board members have provided snacks for the Staff/Board gathering (Jan. 11th) in the past.

- Board Retreat will be at the school this year which is different. Historically, has been held at Kennedy School but to save money moved to the school. There is some budget for the teacher lunches. Amanda mentioned that the timing of the announcement about a facility search might spur large number of people to come and dominate the conversation. Additional conversations about planning meals and location for retreat. Amanda will ask about using the Emery.

Facilities Committed Update: nothing new aside from the already mentioned relocation search getting under way. Playground was mentioned but overall everyone seems happy with it.

Fundraising Committee Update by Nicki: Dan and Kim have stepped down from the Fundraising Committee. The Committee is now comprised of Catharine, Nicki and Laura is a new addition. Cost of \$45 vs \$50 dollars a ticket was mentioned. Focus will be on raffle items but the committee is open to having a live auction if there were enough “juicy” items to auction. Regular Joe auctioneer vs hiring someone. Some possibilities of people who might be willing to volunteer auctioneer services. At the community board meeting, during the discussion about last years giving campaign the feedback emphasized being specific about what the money is going to be used for. Improve the messaging. Be as specific as possible. Something that impacts parents and the kids directly. That’s why field work is strong as a fundraising message. It has a story about the amazing things the kids do. Student testimonials. Make a goal that the community can work towards like Easter Seals or other national charities. Stretch goals?

Marketing half of the Marketing/Fundraising Committee: Brainstorming session was held. Discussion of increasing the pace of content generation. Additional press releases to improve the SEO ranking of school website. 4th/5th graders will be touring the Phil Knight Cancer Research Center at OHSU was mentioned as an example. Paid placement through services also discussed.

Agenda Item #7: Wilsonville Parent interest. Apparently there is some community interest in starting a second school in Wilsonville. There is even the possibility of financial support and a facility already being in place. Certainly it would help financial numbers. Some discussion of risks. Community enthusiasm. Consensus emerged that more information should be gathered. Nobody wants to say no. Parent in question will be invited to the February meeting.

Agenda Item #9: Changes to the Bylaws. Copies of the changes were provided to all board members in attendance. Brief discussion of the changes. Page 9, Section 3 was emphasized (changes to the duties of the Treasurer).

There were no additional Board comments and the meeting was adjourned.