**BERRYESSA EDUCATION FOUNDATION**

**Meeting Summary**

Meeting Date & Time: October 24, 2023 @ 5:00 p.m.

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| **Topic** | **Action** |
| Welcome and Introductions | Meeting called to order at 5:07 p.m.  Members present: Youngmi Park, Lei Liu, Xin Zhang, Margot Sandoval, Angela Thao, Susan Papert, Will Diamond, Carol Mar, Ferah Shakir, Amy Swain  Guest: Roxane Fuentes, Josh Quitoriano |
| Approval of Minutes | The March 28, 2023 minutes were reviewed and approved as presented. Motioned by Susan Papert, 2nd by Angela Thao, none opposed.  The April 25, 2023 minutes were reviewed and approved as presented. Motioned by Ferah Shakir, 2nd by Angela Thao, none opposed.  The September 26, 2023 minutes were reviewed and approved as presented. Motioned by Angela Thao, 2nd by Susan Papert, none opposed. |
| Financial Report | Susan Papert presented the financial report as of September 25, 2023 as follows:  Total Assets: $41,377.19  Total Income: $28,920.76  Expenses: $12,653.42  Unrestricted Assets: $35,044.45  Motioned by Angela Thao, 2nd by Will Diamond, none opposed.  Susan Papert presented the financial report as of October 22, 2023 as follows:  Total Assets: $41,097.54  Total Income: $0  Expenses: $2,745.43  Unrestricted Assets: $35,044.45  Motioned by Ferah Shakir, 2nd by Lei Liu, none opposed.  It was recommended BEF set aside $5,000 for the 2024 Art Festival, and $5,000 for the 2024 Raffle for startup fees. Motioned by Angela Thao, 2nd by Susan Papert, none opposed. |
| Review of Grant Form | Carol Mar reviewed the Grant Application and Guidelines with the committee. Some updates were recommended for both the application and guidelines as follows:   1. Page 4 of the Application-Remove the last question and replace with an acknowledgment 2. Guidelines - Update the address, Add the last date for proposals under “Individual or Group Proposals”   Motioned by Angela Thao, 2nd by Susan Papert, none opposed. |
| Raffle Tasks/Roles | To do:   * Order Business Address * Update on-line donor list * Create Posters – Angela Thao volunteered * Share donation platform – Susan will share * Update donation letters – Amy will assist |
| Items for November Meeting | * Cost for ordering business address * To do Calendar |
| Adjournment | Meeting was adjourned at 6:04 p.m. |