

BERRYESSA EDUCATION FOUNDATION

Meeting Summary

Meeting Date & Time: November 27, 2018 @ 5:00 p.m.

Topic	Action
Welcome and Introductions	<p>Meeting called to order at 5:01 p.m. and introductions were made.</p> <p>Members present: Linda Locke, Carol Mar, Margot Sandoval, Youngmi Park, Diane Scott, Harriette Quilicot, Jackie Durant, Lynne Burns, Rodney Asano, Jennifer Kerr, Roxane Fuentes, Susan Papert, Holly Masulis, Amy Hu</p>
Approval of Minutes	The September 25, 2018, and October 23, 2018 minutes were reviewed and approved as presented.
Financial Report	<p>Susan Papert presented the financial report as of November 26, 2018 as follows:</p> <p style="padding-left: 40px;">Total Assets: <u>\$155,897.62</u> Total Income: <u>\$17,432.48</u> Expenses: <u>\$1,500.00</u> Unrestricted Assets: <u>\$21,923.94</u></p>
Review of Grant Proposals	<ol style="list-style-type: none">1. Joel Villasenor from Morrill Middle School requested \$_____ for two movable white boards. After discussion, a motion was made by Holly Masulis, and second by Lynne Burns and was unanimously approved.2. Heather Kane from Morrill Middle School requested \$_____ to purchase a color printer and camera. After discussion, a motion was made by Jackie Durant, and second by Rodney Asano and was unanimously approved.3. Park, Athwal, Maxwell, Garcia, Camacho, and Hu from Brooktree School requested \$1,943.15 for CDs and sets of accompanied books for their listening centers. After discussion, a motion was made by Susan Papert, and second by Lynne Burns and was unanimously approved.4. Mary Wiebe from Sierramont Middle School requested \$1,000.00 for two cameras. After discussion, a motion was made by Jackie Durant, and second by Rodney Asano and was unanimously approved.

<p>Raffle: March 23, 2019</p>	<ul style="list-style-type: none"> • Vote to set aside \$3,000 for expenses and prizes <p>It was discussed to look at higher end prizes, to make it more appealing for buyers to purchase raffle tickets. Linda Locke will do some research on various suggested items, and report back to the BEF members to see if the designated amount needs to be increased.</p> <ul style="list-style-type: none"> • Donation Letter <p>Thank you letters went out to the 2018 donors with a copy of the poster that included their company logo.</p> <p>The request for donation letters will be mailed out within the next week.</p> <p>Copies were passed out to members so that they can pass them out to their favorite vendors.</p>
<p>Grant Due Dates 2018-2019:</p>	<ul style="list-style-type: none"> • January 15, 2019 • February 15, 2019 • March 15, 2019
<p>Adjournment</p>	<p>Meeting was adjourned at 6:05 p.m.</p>