

## **San Diego Met High School Foundation**

### **August 27, 2024 Special Meeting of Executive Board (DRAFT)**

**Date, Time, and Location:** Tuesday, August 27, 2024 by Google Meet

**Meeting called to order by** Lindsay Speaker at 5:03pm

**Board Attendance:** Via videoconference – Robert Fung (Principal), Justin Schiffer (President), David Speaker (Vice President), Lindsay Speaker (Treasurer). Noha Jackson (secretary) and Tabby Kohmescher (Member-at-Large) could not attend.

Lindsay & David Speaker called this special meeting of the executive board pursuant to article IV, section 3 of the foundation's bylaws to address the following business:

- 1) Review & approve the minutes from the executive board meeting on July 27, 2024;
- 2) Vote on the executive board member slate for the 24-25 school year;
- 3) Vote to remove Julie Bonnardel as a check signer;
- 4) Vote to add Noha Jackson as a check signer;
- 5) Vote on a reimbursement request from Gini Mann-Deibert from the general fund;
- 6) Vote on amendments to the foundation's bylaws
- 7) Discuss how faculty members access funding from the foundation, including the new grant proposal guidelines;
- 8) Discuss fundraising at Back to School Night and proposed projects.
- 9) Discuss how we communicate with our families about the foundation's support of the school.

**July 27th Meeting Minutes:** Lindsay Speaker made a motion to approve the minutes as presented with David Speaker seconding the motion. They were approved unanimously.

#### **Announcements:**

#### **Principal's Report:**

- Robert did not give a principal's report at this meeting because this was a special meeting called only to address the business items listed above.

#### **Treasurer's Report:**

- Lindsay did not give a treasurer's report at this meeting because this was a special meeting called only to address the business items listed above.

**Old Business:** -- None.

#### **New Business:**

- Lindsay reviewed the nominated executive board positions for the 24-25 school year and made a motion to approve the slate as listed below. Justin Schiffer made a motion to second and the slate of board members was approved unanimously. The 24-25 school year executive board is:
  - Lindsay Speaker - President
  - David Speaker - Vice President

- Nicola Johnson - Treasurer
  - Noha Jackson - Secretary
  - Tabby Kohmescher - Member-at-Large
- Lindsay made a motion to remove Julie Bonnardel as a check signer from the foundation's checking account at SDCCU because Julie has retired from the board. David made a motion to second and the board voted unanimously to approve.
  - Lindsay made a motion to add Noha Jackson as a check signer on the foundation's checking account at SDCCU. Justin Schiffer made a motion to second and the board voted unanimously to approve.
  - Lindsay introduced Gini Mann-Deibert's reimbursement request for \$198.40 for t-shirts and vaccination service for 5 students beginning internships at Sharp Rees Stealy. The board discussed whether this reimbursement should come from the principal's discretionary fund ("PDF") or the general fund ("GF"). The board decided it should come from the GF and Lindsay made a motion to approve the request. Justin Schiffer made a motion to second and the board voted unanimously to approve.
  - The board then discussed the parameters of reimbursements from the PDF versus the GF. Robert stated the PDF should be for expenses that cannot be anticipated or are "last minute" and need to be expedited. Whereas the GF is for expenses that can be anticipated and presented to the board at a meeting for approval.
  - Lindsay reviewed the proposed amendments to the foundation's bylaws as follows:
    - removing references to Robert's Rules of Order because we do not use them for our parliamentary procedure;
    - removing the auditor position from the executive board to make it an independent position outside of the board. An independent auditor will still audit the foundation books at the end of every fiscal year;
    - nominations and voting for board members can take place at any board meeting during the spring semester to allow for more flexibility in recruitment;
    - removing the requirement to sign a consent form to conduct business by email because the foundation's bylaws already expressly approve this procedure;
    - editing the language in article VIII, section 2 to remove the word "will" and replace it with the word "may" in relation to which board positions may be check signers on the foundation's checking account at SDCCU;
    - removing requirement for the treasurer to create a budget for the school year because the foundation does not utilize an annual budget for financial planning;
    - changing article XIII to allow the board to vote on bylaw amendments at any executive board meeting, not just the July meeting;
    - adding an indemnity section.
  - Lindsay made a motion to approve the bylaw amendments as presented. David Speaker made a motion to second and the board voted unanimously to approve. David stated he will email a final copy of the bylaws to the board.
  - The board discussed the need for clear guidelines on how faculty members access funding from the foundation. Board members also discussed the new grant application form and how to

implement it. Lindsay stated she would draft a guidance document about foundation funding and send it to the board for their review.

- The board discussed Back to School Night, fundraising, and potential uses for the funds we raise. Possible ideas included an indoor eating area/food bank and shade sails for an outdoor common area. The board decided the eating area/food bank was not the best use of funds because the school district is now providing free hot meals to all students in addition to the brown bag lunches and because the school has very little indoor space for an eating area. The board decided to get more information from Mesa about installing shade sails.
- The last item of business was how we communicate with our families about the foundation and Lindsay stated she is working on improving the website. Robert is also including information in his weekly newsletter about events, purchases and projects funded by the foundation.

**Next meeting is** Tuesday, September 17, 2024 at 5pm using Google Meet.\*

**Meeting adjourned at** 6:02 pm

**Minutes compiled by** Lindsay Speaker, President

\*This will be the regular September executive board meeting

**Minutes approved on** \_\_\_\_\_