

# HMS Foundation Meeting

## Minutes

December 8, 2021



Virtual meeting at 5 PM ET

**Attendees:** Tom VanValkenberg (President), Beth Courtney-Long (Treasurer), Chris Kinabrew (Secretary), Dr. Tyler (representing Principal Patillo, Sarah Visel (PTSA) and several parents interested in volunteering - Matt Lawn, Susan Easom, Jen Teerdhala

### 1. Welcome and introductions

- a. Tom welcomed all. Sarah Visel is PTSA co-President with 7<sup>th</sup> grader at HMS. Matt Lawn has 6<sup>th</sup> grader. Susan Easom has 7<sup>th</sup> grader, and rising 6<sup>th</sup> grader. Jennifer Teerdhala has 7<sup>th</sup> grader.

### 2. Approval of November 10, 2021 Minutes (Chris)

- a. Beth motion to adopt, Tom second, all approved. ACTION: Chris add to google drive and website

### 3. Treasurer's Report (Beth)

- a. Shared income statement over email. No significant changes since last month (just paid out incentive payments to teacher and got some matching funds).

### 4. HMS Foundation Volunteer Positions Available (Tom)

- a. *Treasurer.* Beth provided overview, responsible for receiving incoming funds, paying bills and cutting checks, providing monthly income statements, and filing annual 990n w IRS, and annual state incorporation. Past few years HMS Foundation has supported bilingual liaison, so handled simple timesheet and filed 1099. Biggest lift is in March when we do annual fundraiser... pre-pandemic was 97% electronic donations so just keeping track of who is donating and sending receipt letters. Matt Lawn volunteered for the position. Tom motion, all approved. ACTION: Beth will work on transition with Matt and Chris will update HMS Foundation website.
- b. *Secretary.* Chris provided overview: Monthly meeting agendas, minutes, updates to website, submissions to PTSA newsletter. March Madness a little more work in terms of weekly updates to website, sharing more communications related to the fundraising campaign. ACTION: Chris will follow up with interested volunteers.
- c. *President-Elect.* Tom provided overview and noted this volunteer position is light lift.. Tom facilitates meetings, recruits new members, and handles ad hoc requests. Also building relationship with Principal and other HMS colleagues. Tom will not be transitioning off until at least August. Susan Easom expressed interest. ACTION: Tom will discuss position more with Susan.
- d. *At Large.* Participate in monthly meetings and help review funding requests. Also some additional opportunities to get involved in specific items in March Madness fundraising campaign.
- e. *School liaison to HMS Foundation.* Dr. Tyler noted Principal Patillo is hiring Parent Liaison and the Parent Liaison will serve in the HMS Foundation Liaison role in the future.

### 5. YourCause matching donation. Beth is following up on matching donation from Kimberly Clark for a parent's gift to HMS Foundation.

### 6. Funding requests

- a. *Science Fair entry fees.* Discussed \$585 request from Patricia Allen-Threat re science fair (request shared over email with HMS Foundation Board Members). Tom put to vote... all yes, approved ACTION: Beth will follow up re check request
- b. *Audio Amplifiers:* over email, Principal Patillo requested 88 units of this [Shidu model](#) as the teachers preferred it over the other model. Total cost would be approximately \$8,121. Tom put out for discussion. Beth expressed concern re using up half of current funds. Tom expenditure for 20 units (up to \$2200). All approved. ACTION: Chris to follow up with Tom and Beth re next steps in ordering, and will loop back with Principal Patillo.
- c. *Replacement of fridge in teacher lounge.* PTSA purchased fridge within last 3 years... Sarah shared the fridge is not working any longer and out of warranty. ACTION: Tom will email Principal Patillo and PTSA will provide \$ quote so HMS Foundation can vote on specific expenditure.

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### 7. New business:

- a. *Possible Fundraiser w PTSA re Picnic tables & Outdoor Wastebaskets.* Sarah Visel presented idea to PTSA board re raising funds for outdoor learning space (like at Lakeside) and PTSA board liked it. Principal Patillo has also requested including outdoor wastebaskets to be maintained by HMS custodial (and also an outdoor wastebasket in front outside). ACTIONS: Sarah will find out Estimated costs from Angela Barnett. HMS Foundation will discuss relationship to March Madness in future.
  - i. March Madness. preliminary assessment re in-person parties end of each week. Need Patillo's input, will get offline. Prep work in January and February

8. *Schedule of HMS Foundation Meetings.* In past couple of years HMS Foundation meetings have been held virtually on Second or Third Wednesdays of each month at 5 PM. In earlier years, HMS Foundation met in morning in library at HMS. Tom asked new board members to think about scheduling preferences.

Tom motion to close, Beth second, all approved

**Next HMS Foundation Meeting:** January 12<sup>th</sup> at 5 PM ET