



Special Board Meeting of the Friends of the Creative and Performing Arts
Tuesday November 27, 2018 at 6:30 p.m.
at SDSCPA Room 104B

2018-2019 Board of Directors

Principal	Timothy Farson (Present)	Director	Susan Adams (Present)
President:	Lorayne Sandino (Present)	Director	Amber Green (Present)
Vice Pres.	Rollie Durruthy ()	Director	Jenna Tontz (Present)
Secretary:	Nancy Birmingham (Present)	Director	Rik Hauptfeld (Present)
Treasurer	Heather Harris (Present)	Director	Martha Hall (Present)
Parliamentarian	Kurt Meeder (Present)	Director	Lydia Krasner ()
Director	Laurie Smith (Present)		
	Sharon Kyle (Present)		

Monthly FOSCPA Meeting Dates 2/26, 3/12, 4/23, 5/21, 6/25

Time and Location SDSCPA Room 104B@ 6:30

Welcome & Call to Order

Meeting called to order at 6:36 p.m. We have Quorum.

Secretary Report

The minutes of 10/23 were approved with no corrections.

Rebecca Bellingham and Lynelle Lynch have submitted resignation letter, which have been accepted

Grants Update - Laurie Smith

Grants: tried to submit request to external founder

-Did research to find organization/foundations, short list of places to go, \$5-15,0000

Require financial documents and information about board of directors

1-2 deadlines yearly

-Focus on needs of the music departments

- Letter of intent due Dec 5th,

-What works:



Grant funding which allows the school to do something new, do not want to be sole funder, one time deal, want to see that they're making a difference, care about arts education, something special.

-Put out request to parent wheel, Laurie willing to work with the teachers to get ideas and projects to focus on for grant opportunities.

Treasurer Report

☉ Thankful for being on the board and thankful for the board.

Finance report to amend 2017 issue: Taxes filed as a calendar year. Donna paid for a company to file an extension for the for 2017 calendar year taxes, However, when she did, she filed taxes on the calendar year. We were going to amend the 2017 taxes by submitting the remaining Jan-Jun 2017 to get back on our fiscal year in accordance with our bylaws. BUT, when we turned in our reports to the tax accountant for 2017 amendment, she filed those tax reports for 2018. She said we can go back and amend taxes if they don't match the 2018 totals, if they do we can just wait to hear from the IRS.

-Tax Note for the Parent Wheels: If we buy T-shirts in order to resell them, please make sure we pay taxes on them when purchased - we do not have a resellers license. Then when we sell them, we should incorporate 6.5% taxes in the sale price. That way we can cover ourselves if we get penalized by the Board of the Equalization.

-Quickbooks up to Oct 2017, hopefully done in 2 weeks.

-Parent wheel fundraising, they have been having meetings, using organization chart. Not clear about what to fundraise for due to mixed messages. Parents want to get Causevox working for each wheel and want to reach out to businesses for sponsorship, and to cover cost of printing programs.

-Bank balances, not updated/accurate currently but will be up in a few weeks. Paypal has a balance, but it's mixed monies, ie donations, dance, Causevox donates through paypal and sends out thank you. Stripe does not send out thank yous. Reach out to Scott. For the following year submitted reimbursements will have a payment schedule.



Parent Wheels and Fundraising

⦿ Meeting with Jennifer Miles, Program developer providing information on how to run a highly successful annual giving campaign, is asking for input on Principal Farsons vision. Looked at what's the need, what's the gap. Principal Farson wants strategic solid infrastructure. Have Corporate sponsors with a sustainable plan to nurture the relationship. Create a committee to talk about annual giving, thank you notes, non events fundraising. Wheels provide the most successful way to support the students

- Sharon feels adrift with her wheel, wants to be effective and efficient and feels does not have the right answers for those who ask. Wheels do not know if they can get money through sponsors for fundraising. Sharon reads what she received from Theater Wheel email from Gennie Myles. Good to email the governance to see how the wheels wants to interface with PNP. Most wheels are confused on what to do for fundraising Discussion on what works for some wheels and does not work for others.

-Tabled discussion on Parent Wheels.

Event Committee Update

Rik Hauptfeld motions to extend meeting 10 minutes, Lorayne Sandino 2nd the motion.
Motion passed.

-Thanks you notes need to be distributed. 40th Anniversary thank you notes did not include our tax id, we have current donations in kind donations that need thank you notes, not everyone received a thank you this year. Give list to Martha and Lori is willing to write the thank you notes.

-Dance department requests money to send students to RHSD: There will be a check needed for approximately \$7,000 to cover air travel and teachers by 1/1/2019. And a \$2,000 check is needed for registration fees which are due 12/12/18. So long as the dance account has those funds, checks can be written in December 2018.

-Kurt Meeder makes a motion to approve up to \$7,000 for airfare for the dance wheel by 1/1/2019 and up to \$2,000 for the remainder of the registration by 12/12/18 as long the Dance Wheel have the funds available. Amber Green 2nd, **Motion passed.**



-Kurt Meeder, Lydia Krasner, Rollie Durruthy, Rik Hauptfeld, and Susan Adams have been working the December 5th Season Opening Cocktail party activation event. Need RSVP's....Donna sent an email with link to RSVP list. Thursday they will coordinate RSVP. Requesting everyone wear black with name tags. Working event, understanding who is there. Compilation of Performances/Art pieces. Conversation directed back to the vision of SCPA. Department heads and production are being invited. How can we help Roxane? Selection of art pieces?

Governance Board Report

⦿Amendments/Additions to By Laws:

- change in memberships, switched to parent or guardian as opposed to time and money.
- Board of Directors does not need to be a member
- 2 tier selections, slate is up to 25
- nominations committee: basic committee in any organization
- by January need to have nominating committee, they will put together a slate and invite community to add to the slate, present final published slate via email prior to spring general meeting vote on slate.
- governance, finance, nominating, executive always need to exist for an organization
- Made 2 general meetings mandatory: they are all member meetings. In order to have a timely annual report need a fall meeting and a Spring general meeting to elect the board. Deadline for officer election is June 30th.
- indemnification section
- conflict of interest policy
- provision for vacancies
- email provision for an approval for monies with quorum

Edit requested: Laurie Smith - page 11 change "manner in which funds" to manner in which FOSCPA funds" to remove ambiguity from external sources or FOSCPA money.

- Cannot spend FOSCPA money without Board Approval regardless of the amount.
- Legally have to have a place where the bylaws, minutes and annual reports are stored (on school site which is our corporate address).
- Need to be a line item in the budget to ask for money for last minute, person will not be reimbursed post event without having a discussion with finance committee.



- No single board member can approve or disapprove in monies inside or outside the budget
- Our job is to fix the problems. When there is a need, could get a vote on a non-budgeted item.
- Want teachers to rely on parent wheel

Kurt Meeder motion to approve by laws as written with the added amendment suggested by Laurie Smith. Martha Hall 2nd the motion. **Motion passed.**

Rik Hauptfeld votes by proxy for Rollie Durruthy and Martha Hall is voting by proxy for Lydia Krasner.

Principal Report

☉Our Vision

- every kid is able to feel inspired and empowered to 2nd training
- work with professional that are renowned and inspiring
- inclusive and diverse arts and academics
- every student has access to college and career opportunities
- professional and supportive staff that is looking to excel
- diversity, access, equity, integrity
- tuition free, donation dependent

Develop relationships that are sustainable

Help show/understand national accreditation process

Show donors what they have done with their money

Show appreciation for participating,

Prop YY passed and so now we will have a VAPA presence moving downtown, being more centrally located, increase engagement for access and equity.

Most traditional high schools have a \$300,000 budget for after school athletic programs, but SDSCPA does not receive monies for after school programs, want sustainability for SDSCPA vision.

Host Vision meeting with Ricky Shabazz, SD City College President for strategies.

On boarding to parents and stakeholders



New Business

Faculty grants, touch base via email. Want to have quorum for approval.

Martha moves to have special meeting 12/18 at 6:30 Mission Valley Library solely for faculty grants. Jenna Tonz, 2nd. **Motion passed**

Meeting adjourned 8:28 p.m.