

**Del Mar Schools Education Foundation  
September 7, 2009  
Meeting Minutes**

<b>Date:</b>	September 7, 2009
<b>Time:</b>	7:00 pm
<b>Location:</b>	<a href="#">Sycamore Ridge</a>
<b>Attendees:</b>	<p>Chris Stevensen Jonathan Flam Allison Healy-Poe Matt Zevin Eileen Hoppen Mike Eddy Clare Lemon Branden Belford Ken Shimizu Rebecca Twomey Kim Twomey Polly Murphy</p> <p>Annette Easton – DMUSD Shannon Cary – Sycamore Ridge PTA President</p>
<b>Absent:</b>	Lisa Becker Granet, Leigh Hsu

**Agenda Topics:**

1.	<b>Announcements, Introductions and Review Agenda:</b>
2.	<b>Review Action items and issues:</b>
3.	<b>Old Business:</b> <b>None</b>
4.	<b>New Business/Open Discussion:</b> <b>President's Report:</b> <b>Chris Stevensen opened the meeting. Eileen Hoppen made a motion to approve the August</b>

**11, 2009 meeting minutes. Jon Flam seconded the motion and it passed with all in favor. She thanked everyone for their efforts on the Kick Off Party...it was a great success and we received a lot of positive feedback. Chris Stevensen was in the DMSEF office when a donor called concerned about the minimal level of ESC programs for Kindergarten. The donor was interested in the fundraising timeline—and the structure for Kindergarten programs. Discussion on 9.5% overhead issue has been minimal. We will develop a more detailed Q&A on the talking points. Lisa Becker Granet will be the new Financial Secretary for the DMSEF (approved via an online DMSEF vote). Final distribution of funds to the District will occur shortly. DMSEF is meeting with Dena to finalize the donations from DMSEF. Several corporate matches are still pending but have been verified and should be coming soon. The next DMUSD Board Meeting is on September 30, 2009. Thursday, September 24<sup>th</sup> is the next meeting of the California Consortium of Education Foundations. It will be at UCSD and anyone who would like to attend should plan to do so. There was an article in the NSFA newsletter was very positive about DMSEF. Chris will distribute the article to the Board via e-mail. They were impressed with the organization being an all parent volunteer group operating with a very low overhead. There was a brief discussion of Teesha's hours and on-going administrative needs for the Fall.**

**Treasurer's Report:**

**Jonathan Flam discussed the first financial report of the year. There are about 10K in corporate matches outstanding. We will be reporting the financials on a District wide basis rather than school by school. That data will still be captured in ETap. When the corporate matches are collected, we will have completed our financial business from last year. The DMSEF has had \$12K in income over the last two months. PR costs are higher this year but inline with what we are doing for this year. Jan needs to make an allocation for the 9.5%.**

**District Report:**

**Annette Easton reported that the District continues to monitor the State and Local financial situation. They are reviewing the categorical funding to determine how to repay the Fair Share amount due the State—this is to be repaid over 2 years. There is some money that is allocated to textbook replacement that may be factored into the repayment. Thanks for the Kick Off Event. There are some meetings coming up to discuss the 7/11 updates and the for-profit preschool information. A notice will be coming soon.**

**PTA Representative Report:**

**Shannon Cary is the PTA President from Sycamore Ridge. There was some discussion about the disclaimer for the directory.**

**Audit Committee:**

**Polly Murphy met with Jan McDonald, the DMSEF accountant, and the auditors on August 24, 2009. A report will be forthcoming.**

**Nominating Committee:**

**Erin Morgan is a candidate for the DMSEF Board representing Torrey Hills. Clare Lemon presented her nomination. Chris Stevensen made a motion to approve Erin Morgan. Polly Murphy seconded the motion and it was approved with all in favor. Deborah Negulescu is a candidate for the DMSEF Board representing Del Mar Heights. Polly Murphy presented her nomination forms and made a motion to approve her to the Board. Matt Zevin seconded the motion and it was approved with all in favor.**

**Marketing/Communications:**

**Eileen Hoppen distributed the marketing materials for the Fall Appeal. Those materials will carry us through October. Our Constant Contact trial will expire soon—this is another avenue of communication with the parents. It would be \$300 to continue the contract for six more months. There was discussion on how to provide the e-mail information to the community. Chris Stevensen made a motion to sign up for Constant Contact. Jon Flam seconded the motion and it was approved with all in favor. The PTA's have asked for information for their websites. Eileen Hoppen will provide us with a soft copy of the Fall Appeal letter to give to them to post on their websites. The Foundation brand has been established...the information is consistent throughout the District community.**

**Fundraising/Events:**

**Branden Belford praised the efforts of the Hilton Garden Inn. They were very helpful and generous. The event went off well and it received great feedback. Chris Stevensen called the Hilton Garden Inn to thank them. We would like to recognize them as a corporate sponsor on the website.**

**Financial:**

**No report.**

**Strategic/Tactical Subcommittee:**

**No Report.**

**Governance/Personnel:**

**Mike Eddy discussed the confidentiality and non-disclosure agreements. He would like to**

	<p>have the Board members sign them. Board members were asked to review the information. He will e-mail them to the Board. Chris Stevensen will follow up to ensure that everyone has signed the necessary forms.</p> <p>Chris Stevensen asked that the subcommittees meet before our next meeting and provide an update to the Board.</p>
5.	<p><b>Schedule Next Meeting Date, Time and Location:</b>  <b>October 13, 2009</b></p>

**Action/Issue Items:**

Action/ Issue	Originator:	Assigned:	Date Started	Date Closed	Description	Status/Resolution