John Hay Partners/Foundation Board Meeting

Minutes
December 19, 2013
7:30pm

The meeting was opened by Sarah Holt and Lee Scovern and called to order at 7:30 PM on Thursday, December 21, 2013.

<table>
<thead>
<tr>
<th>Present</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Holt</td>
<td>Carmen Hagios</td>
</tr>
<tr>
<td>Dell Monson</td>
<td>Nancy Chou</td>
</tr>
<tr>
<td>Krysia Johnson</td>
<td>Jen Simonic</td>
</tr>
<tr>
<td>Brooke Beresh</td>
<td>Colleen LaMotte</td>
</tr>
<tr>
<td>Lee Scovern</td>
<td>Cindi Esquinasi</td>
</tr>
<tr>
<td>Angela Faul</td>
<td></td>
</tr>
</tbody>
</table>

Welcome Remarks – Lee Scovern & Sarah Holt

- November Meeting notes approved with minor change from Clatter Bridge to Cargo Bridge.

Update on Play Structure

- The play structure parts were ordered, but no dates have been set on when delivery of those parts might occur. We have put a 50% deposit on the parts down.
- The hope is that parts might be delivered before Christmas, but we are not sure that the district will be able to install over the holidays. Unfortunately, we don’t have any visibility of delivery dates because the district is managing the receipt and installation. Installation is estimated to take 2 days.
- We are communicating out that by the end of January the playground will be functional once more. Carmen is going to try to see if she can find out more around the delivery dates.
- Carmen discussed the neighborhood matching grant applications that we can go for. The deadlines for those grant submissions are February, June, and October. Carmen is looking at setting up a committee to review what our long term plan will be. Mr Sturm was identified as a key resource on what these future plans should look like. Ideally we would have a draft of what we want by summer, then apply in October for the $25k, and then possibly apply for an
additional $25k/$100k in Feb/June 2015. There are outstanding questions around if we can apply multiple times for grants. The goal is potentially a new structure in place in 2016/17.

- For these neighborhood grants, funds need to be matched by the community. The $100k grant has a once a year submission in May of each year.
- Carmen is going to set up a committee that will come together for planning it out.
- The grant we are seeking is funded by Seattle Department of Neighborhoods. Called the Neighborhood Matching Fund.

**Budgeting**

- Funding for the play structure repair was approved at the last Board meeting by tapping into the surplus, however we were able to find money that was over-allocated for other line items from last year. The amount we had estimated for the initial grant spend last year is $10k higher than actuals actually came in at. We have decided to utilize that money to pay for the repairs, which will leave our surplus intact for any other contingency spending that might come up in the next half of the school year.
- Krysia reviewed the current budgeting policy with the Board. Specifically how the process for tapping our Capital Fund works. We spent time reviewing how our budget was set up last year, to lead into Krysia’s proposal that we make some slight modifications to the endowment spending and budgeting rules.
- The proposed rule changes are:
  - The set amount we want to end with each year in the bank is $260k. If we think we will end with more than that amount, we can spend up to 50% of that surplus amount. To spend into the $260k reserve requires a 4/6 approval vote by the Board.
- The Board moved to approve the new endowment budgeting policy. Approved.

**Parent Education Nights**

- Colleen is asking for some dollars to fund the parent education nights that are scheduled for the remainder of the year.
  - January – Common Core
  - February – Seattle Police Dept to talk about computer and internet safety
  - March – Sex Ed w/ Amy Lang
  - April – Advanced learning w/ Kari
  - May – Festival of the Arts.
- The only event for whom we need to pay for a speaker is Amy Lang. She will be doing a talk on the Birds and Bees and Kids. Her speaker fees are $400.
- Childcare costs for these events are ~$80 per night, this is $15 per hour for ~2 workers, for ~2 hours.
- There was some discussion around if we can also subsidize transportation costs for those families who would like to attend, but need transportation. We decided to purchase some bus passes and make them available for those who are in need.
- The Board moved to approve $1k to pay for the parent ed programs. Approved.
Fundraising – Dine/Shop for John Hay

- Carmen gave an update on the upcoming plans for the Dine/Shop for John Hay. She would like the Board to help her strategize around how to improve the program.
- Menchies raised $118. There was lots of community created that day as lots of families attended and socialized at the event.
- Tea House – monthly event, $51 raised from first event. At the chat with Kari on the second event, only a few people showed up. Surmising that it was a busy week right before the holidays...
- Veggie Grill - $311 raised from that day.
- Once Upon a Time - $212 raised from that day. Business owner indicated that on that day, 99% of the people coming through mentioned that they were there for John Hay.
- Zaw cards – we have 100 cards left, the expiration was within 3 months, so we are thinking that that deterred some folks from buying. Carmen is going to see if we can re-issue for a longer period of time. Maybe create a competition between grades to sell cards? We should have made about $500 on what was sold.
- Carmen is looking into some other ideas. Ashley is currently 100% focused on the Auction, so she is not available for continuing to help with the Dining for John Hay. Other restaurants that are suggested/coming up:
  - January – Teriyaki Delivery?
  - February – 5 Hook Night?
  - March – Domani Night, coordinated with the display of Auction Art.
- We discussed how we should best communicate how much we are raising, and relating it to what we spend for. Creating room parent emails, flyers, Friday Bulletin.
- Discussion around if we can do something like the Mimosa Mixer again on the first day of school. This would be especially beneficial for new parents.
- Would be nice to look into if other retailers would be interested in doing a Shop for John Hay Night. Some stores to approach: Queen Anne Books, Communique, other QA Retailers?

Other Topics

- Colleen mentioned that the need for Penny Harvest Facilitators has cropped up. She is trying to find volunteers who can help with that.
- Dell found customized scarves that some other schools have been selling to raise funds. The scarves cost $8 per scarf, and we can sell them for ~$20 each. There is a minimum order of 75 scarves, and there is a family that has stepped up willing to pay for the upfront costs. After some discussion, it was felt that there is already too much for this year, with the socks and Moveathon T-shirts still needing to be sold. It was suggested that we do this next year, get the kids involved with picking the design, etc. We can order in the Fall.

The meeting was adjourned at 9pm.

Respectfully submitted, Nancy Chou