

**Friends of Weaver  
Minutes for January 12, 2017**

**Present:**

Robert Briggerman  
Francie Ghose

Natalie Gould-Chang  
Cindy Lee

Beth Lyons  
Rosie Nguyen

**I. Call to order**

The meeting was called to order at 7:10 p.m.

**II. Treasurer's report**

- a. The 2016-17 budget was presented for review and approval. After detailed review, **Beth moved the budget be approved with the following revisions: revise Chrome books to read HP Laptops at a budgeted amount of \$52,000, delete check out carts budgeted at \$49,000, and add \$650 for the accounting software and training. Cindy seconded the motion which passed unanimously.** Rosie will finalize the budget, send to the Board and save it in Google docs.
- b. The Treasurer's reports for August – December 2016 were presented for review and approval.
  - i. The Board asked that two parents be contacted regarding returned checks, so Natalie will follow-up with Regina regarding the check returned for an emergency kit and Rosie will follow-up with the parent whose cookie dough check was returned. **Beth moved approval of the treasurer's reports as presented and Cindy second the motion. The motion passed unanimously.**
- c. The FOW accounting firm offers services to community non-profits through a separate 501(c)3 known as "We Support Classrooms," and Beth provided an overview of the services. For an annual fee of \$365, services include Quickbooks server (24/7 access to secure, online financial software which is nightly backed up) and monthly bank reconciliation to enhance accounting internal control. Utilizing the service will ensure consistency, smother transitions when FOW officers change, and greater data security. **Beth moved Rosie and Cindy contact the accountant to set up a meeting no later than May 15 to review the software and also moved Board approval of \$650 to implement the accounting software by July 1. Francie seconded the motion which passed unanimously.**
- d. Beth presented a revised "cash verification form" for review and feedback. Additional revisions will be made.

**III. Secretary's report**

- a. The November 7 meeting minutes were presented. **Francie moved approval of the minutes, Beth seconded the motion and the motion passed unanimously.** Approval of the August 10 and September 26 meeting minutes was tabled due to the secretary's absence.

**IV. President's report**

- a. Attendance of FOW Board members at joint PTA/FOW meetings was strongly encouraged.
- b. FOW meeting dates for the remainder of the fiscal year were scheduled for 8:15 a.m. on Feb. 1, March 1, April 3, May 1. A meeting was also set for 9 a.m. on June 9. Beth will send dates to the Board and to Jeff for posting on the website.
- c. Forward Funding as discussed in great detail. The Board determined funding the Teacher on Special Assignment (TOSA) in the media center at 80% was not sustainable based upon the current level of fundraising, and determined 60% or lower was more suitable.
  - i. Dr. B will contact district to reduce TOSA funding to 60%, not to exceed \$77,000, to ensure the funds required for forward funding at the end of the month are adjusted.
  - ii. **Beth moved FOW approve funds for a 60% TOSA, not to exceed \$77,000. Cindy seconded the motion which passed unanimously.**

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**V. Vice President's report**

- a. Dr. B will discuss Family Fun Night (Tip-a-Teacher) with the teachers to determine interest and a date
- b. "Weaver Goes Havana" was discussed, with the following highlights:
  - i. FOW's fundraising goal is \$140,000, which will enable continued funding of the TOSA and purchase/replacement of technology equipment at the school. Conversation focused on efforts that will support that fundraising effort.
  - ii. FOW is going to eliminate paper ticket orders this year and use online registration through Bidding for Good (BFG). This will ensure all data is maintained in the system, make processing auction awards easier, and simplify many other logistical issues since credit card information will already be entered in the BFG software. Concern was expressed about credit card processing fees, so ticket prices will be increased from \$75 to \$80.
  - iii. Tickets for opportunity baskets will be sold at school several dates before the event. Cash, check, and credit cards (through Square) will be accepted. Francie will work with Staci to determine the prizes with a goal of having them determined by next week.
    1. The "first pick" ticket will be eliminated because of the associated revenue loss. The two years it was offered, FOW made \$2,100 and \$2,800 respectively in revenue on ticket sales. Both years the winner selected the Wembley parking space as the prize, which sold for over \$3,000 both years at auction.
    2. The ticket for the parking space will include only the Piedmont lot, so special tickets do not need to be printed this year. The price for a parking ticket will be increased from \$10 to \$15, and four (4) tickets for \$50.
  - iv. Meal options were reviewed and entered into Bidding for Good.
  - v. Decorations were reviewed; they are amazing and Tracy is doing a great job!
  - vi. Promotion was discussed. Francie has completed a letter to the parents and is working on invitation text. Natalie will begin drafting promotional blurbs for Facebook and whale Mail.
  - vii. The video is in progress and should be in draft form by mid-February.
  - viii. Cindy and Rosie will start exploring Bidding for Good tutorials to learn more about the system and develop a finance plan.
  - ix. Live auction items and the dessert frenzy were discussed. Francie will follow-up with the chairs and also set-up a meeting with the auctioneer. Jen has been entering silent auction items received and the auction will "go live" on February 1.

**VI. Development Director's report**

- a. Report presentation was tabled due to the absence of the Development Director.

**VII. Adjournment**

The meeting adjourned at 9:45 p.m.