

Northwest Regional ESD Foundation

- BOARD MEETING AGENDA -

4:00 P.M., WEDNESDAY, SEPTEMBER 12, 2018

Levi Anderson Learning Center
St. Mary's Home for Boys
Conference Room A
16535 SW TV Hwy, Beaverton OR 97006 (details below)*
School phone: 503-259-3125

4:05 GARDEN TOUR

4:30 REGULAR MEETING

1.) Call to Order..... Board President Joe Christy

2.) Minutes: June 14, 2018

RECOMMENDED BOARD ACTION: Approve Minutes.

3.) Treasurer's Report for June, July, and August, 2018

RECOMMENDED BOARD ACTION: Approve Treasurer's Reports

4.) Discussion Items and Updates

Update from Foundation Director

5.) Good of the Order

* As you enter St. Mary's from Tualatin Valley Hwy., stay to the left. Levi Anderson Learning Center is on the left, just after the chapel and the traffic circle.

Northwest Regional ESD Foundation

- BOARD MEETING MINUTES -

5:00 P.M., THURSDAY, JUNE 14, 2018

Café Allegro, Tigard OR

Attendance: Board: Joe Christy, Yuen Chin, Karen Foley, Steve Petruzelli, Katie Riley; ESD Board Liaisons: Chris Riley and Karen Cunningham; **Staff:** Andi Miller and Megan Stenberg; **Guests:** Dolores Petruzelli, Corinne Christy, Sen. Chuck Riley, Marisol Jimenez, Mark Stenberg, and John Miller.

1.) Call to Order: 5:30 p.m.

2.) Introductions and Communications: None

3.) Election of President-Elect: Steve Petruzelli nominated Karen Foley for the position of president-elect. The motion was seconded by Yuen Chin and approved unanimously. Karen will serve as Secretary/President-elect through June 30, 2019.

4.) Annual Election of Directors: Karen Foley moved to re-elect current directors*. The motion was seconded by Yuen Chin and approved unanimously. (**Yuen Chin, Joe Christy, Jeff Condit, Karen Foley, Steve Petruzelli, and Katie Riley.*)

5.) Approval of Minutes: March 21, 2018: The minutes were moved, seconded, and approved as presented

6.) Treasurer's Reports: Karen Foley moved to approve the March, April, and May 2018, Treasurer's Reports. The motion was seconded by Katie Riley and approved unanimously.

7.) Budget: Yuen Chin moved to approve the 2018-19 budget. The motion was seconded by Steve Petruzelli were moved, seconded, and approved unanimously.

8.) Meeting Calendar: The 2018-19 meeting calendar was reviewed. No motion needed.

ACTION ITEM: Megan will poll the Board re: date to hold the annual fall reception at Miller Nash Graham and Dunn: Choices are *Wednesday, October 7, or Wednesday, October 24.*

9.) Adjourn 6:00 p.m.

Program Presentation: NWRES'D'S Migrant Education by Marisol Jimenez, Director of Equity and Federal Programs (ELL and Migrant Education) shared about services offered and ways the Foundation can support the program.

Board Meeting September 12, 2018

DESCRIPTION	12 Months	12 Month	12 Month	12 Month
	July 17- June 18	July 17- June 18	July 17- June 18	July 17- June 18
	2016-17 Budget	2016-17 Budget	2016-17 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 6,000.00	\$ 6,000.00	\$ 16,164.39	\$ 10,164.39
Institutional Support; NWRES D	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ -
GRANTS				
Foundation Grants Income	\$ 16,700.00	\$ 16,700.00	\$ 35,500.00	\$ 18,800.00
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 10,000.00	\$ 10,000.00	\$ 12,140.00	\$ 2,140.00
Online Auction Income	\$ 5,000.00	\$ 5,000.00	\$ 3,601.66	\$ (1,398.34)
Staff Raffles, notecard sales, etc	\$ 1,400.00	\$ 1,400.00	\$ 955.00	\$ (445.00)
OTHER INCOME				
Interest Income	\$ 30.00	\$ 30.00	\$ 48.09	\$ 18.09
Other		\$ -		\$ -
NET REVENUE	\$ 51,630.00	\$ 51,630.00	\$ 80,909.14	\$ 29,279.14
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 21,500.00	\$ 21,500.00	\$ 21,970.00	\$ (470.00)
Special Grant Fund	\$ 7,680.00	\$ 7,680.00	\$ 4,040.00	\$ 3,640.00
Corporate Grants	\$ -	\$ -	\$ -	\$ -
Foundation Grants	\$ 16,700.00	\$ 16,700.00	\$ 35,500.00	\$ (18,800.00)
Event Expenses	\$ -	\$ -	\$ 300.00	\$ (300.00)
Contract Services	\$ 2,000.00	\$ 2,000.00	\$ 1,462.50	\$ 537.50
Operations				
Postage		\$ -		\$ -
Printing	\$ 500.00	\$ 500.00	\$ 184.95	\$ 315.05
Office Supplies	\$ -	\$ -		\$ -
Marketing	\$ 700.00	\$ 700.00		\$ 700.00
Membership Dues and Fees				
Bank Fee	\$ 150.00	\$ 150.00	\$ 109.55	\$ 40.45
Dues	\$ -	\$ -	\$ 280.00	\$ (280.00)
Licenses and Fees	\$ 150.00	\$ 150.00	\$ 146.00	\$ 4.00
Insurance				
Liability Insurance	\$ 1,500.00	\$ 1,500.00	\$ 1,521.00	\$ (21.00)
Travel and Meetings	\$ 750.00	\$ 750.00	\$ 406.41	\$ 343.59
Miscellaneous		\$ -	\$ 775.75	\$ (775.75)
TOTAL OPERATING EXPENSES	\$ 51,630.00	\$ 51,630.00	\$ 66,696.16	\$ (15,066.16)
2017-18 Net Income (Loss)	\$ -	\$ -	\$ 14,212.98	\$ 14,212.98
2017-18 Beginning Fund Balance	\$ 56,567.88	\$ 56,567.88	\$ 56,567.88	
2017-18 Ending Fund Balance	\$ 56,567.88	\$ 56,567.88	\$ 70,780.86	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 12, 2018**

Assets and Fund Balance

	6/30/2012	6/30/2013	6/30/2014	06/30/2015	06/30/2016	06/30/2017	6/30/2018
Cash - Checking	\$42,598.44	\$45,200.67	\$25,515.62	\$16,160.89	\$22,128.76	\$20,681.31	\$34,848.52
Cash - Money Market	\$35,823.87	\$35,843.50	\$35,854.28	\$35,865.93	\$35,875.81	\$35,886.57	\$35,932.34
Petty Cash	\$6.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86
Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance	78,428.41	81,044.17	61,369.90	52,026.82	58,004.57	56,567.88	70,780.86
Total Liabilities and Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86

Profit and Loss and Fund Balance

Donations Received	\$79,847.97	\$69,861.49	\$65,089.28	\$15,532.53	\$33,739.09	\$44,622.58
Grant Income	11,000.00	10,000.00	20,000.00	30,000.00	38,000.00	19,200.00
Interest Income	72.81	19.63	10.78	12.21	12.72	15.38
Donations Loan Forgiven						
Other	6.00	103.00				
Total Income	90,926.78	79,984.12	85,100.06	45,544.74	71,751.81	63,837.96
Professional Services	10,050.00	4,150.00	3,400.00	3,145.00	3,787.50	1,937.50
Fundraiser Expenses	17,010.91	14,959.90	15,942.31	278.15		119.95
Postage	190.00	190.00		22.77		
Printing	638.29	152.67	438.50	92.97		961.37
Supplies	385.04	1,051.25	1,129.12	292.64	161.91	168.58
Membership dues and fees	2,577.52	2,596.54	3,496.53	2,392.29	919.18	1,162.30
Insurance	1,600.00	1,600.00	1,600.00	1,500.00	1,581.00	1,581.00
Telephone						
Grant Donations	63,565.00	51,990.00	77,594.00	47,063.00	58,452.00	58,435.12
Taxes & Licenses	103.00	103.00	103.00	101.00	80.00	101.00
Travel & Meetings	171.70				573.49	422.83
Other		575.00	1,070.87		218.98	385.00
Total Expenses	96,291.46	77,368.36	104,774.33	54,887.82	65,774.06	65,274.65
Profit (Loss)	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)
Net Change for year	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)
Beginning Fund Balance	83,793.09	78,428.41	81,044.17	61,369.90	52,026.82	58,004.57
Ending Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88

Month to Date 06/01/18 to 06/30/18	Year to Date 07/01/17 to 06/30/18	Budget Year to Date 07/01/17 to 06/30/18
\$1,024.50	\$45,361.05	\$34,900.00
	35,500.00	16,700.00
1.17	48.09	30.00
1,025.67	80,909.14	51,630.00
625.00	1,462.50	2,000.00
	300.00	
		500.00
	184.95	
18.84	389.55	300.00
	1,521.00	1,500.00
		45,880.00
	61,510.00	146.00
		1,450.00
354.00	406.41	
	775.75	
997.84	66,696.16	51,630.00
27.83	14,212.98	0.00
27.83	14,212.98	0.00
70,753.03	56,567.88	56,567.88
\$70,780.86	\$70,780.86	\$56,567.88

Board Meeting September 12, 2018

DESCRIPTION	12 Months	1 Month	1 Month	1 Month
	July 18- June 19	July 18- July 18	July 18- July 18	July 18- July 18
	2018-19 Budget	2018-19 Budget	2018-19 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 6,500.00	\$ 541.67	\$ 125.00	\$ (416.67)
Institutional Support; NWRES D	\$ 12,500.00	\$ -		\$ -
GRANTS				
Foundation Grants Income	\$ 14,000.00	\$ -		\$ -
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 10,000.00	\$ -		\$ -
Online Auction Income	\$ 3,500.00	\$ -		\$ -
Staff Raffles, notecard sales, etc	\$ 1,400.00	\$ -		\$ -
OTHER INCOME				
Interest Income	\$ 30.00	\$ 2.50	\$ 1.52	\$ (0.98)
Other		\$ -		\$ -
NET REVENUE	\$ 47,930.00	\$ 544.17	\$ 126.52	\$ (417.65)
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 26,500.00	\$ -		\$ -
Special Grant Fund	\$ 7,500.00	\$ -		\$ -
Corporate Grants	\$ -	\$ -		\$ -
Foundation Grants	\$ 14,000.00	\$ -		\$ -
Event Expenses	\$ -	\$ -		\$ -
Contract Services	\$ 4,000.00	\$ 333.33		\$ 333.33
Operations				
Postage		\$ -		\$ -
Printing	\$ 500.00	\$ 41.67		\$ 41.67
Office Supplies	\$ -	\$ -		\$ -
Marketing	\$ -	\$ -		\$ -
Membership Dues and Fees				
Bank Fee	\$ 100.00	\$ 8.33		\$ 8.33
Dues	\$ -	\$ -		\$ -
Licenses and Fees	\$ 150.00	\$ 12.50		\$ 12.50
Insurance				
Liability Insurance	\$ 1,550.00	\$ -		\$ -
Travel and Meetings	\$ 900.00	\$ 75.00		\$ 75.00
Miscellaneous		\$ -		\$ -
TOTAL OPERATING EXPENSES	\$ 55,200.00	\$ 470.83	\$ -	\$ 470.83
2018-19 Net Income (Loss)	\$ (7,270.00)	\$ 73.33	\$ 126.52	\$ 53.19
2018-19 Beginning Fund Balance	\$ 70,780.86	\$ 70,780.86	\$ 70,780.86	
2018-19 Ending Fund Balance	\$ 63,510.86	\$ 70,854.19	\$ 70,907.38	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 12, 2018**

Assets and Fund Balance

	6/30/2014	06/30/2015	06/30/2016	06/30/2017	06/30/2018	7/31/2018
Cash - Checking	\$25,515.62	\$16,160.89	\$22,128.76	\$20,681.31	\$34,848.52	\$34,974.12
Cash - Money Market	\$35,854.28	\$35,865.93	\$35,875.81	\$35,886.57	\$35,932.34	\$35,933.26
Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86	\$70,907.38
Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance	61,369.90	52,026.82	58,004.57	56,567.88	56,567.88	70,907.38
Total Liabilities and Fund Balance	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$56,567.88	\$70,907.38

Profit and Loss and Fund Balance

						Month to Date 07/01/18 to 07/31/18	Year to Date 07/01/18 to 07/31/18	Budget Year to Date 07/01/18 to 06/30/19
Donations Received	\$65,089.28	\$15,532.53	\$33,739.09	\$44,622.58	\$45,361.05	\$125.00	\$125.00	\$33,900.00
Grant Income	20,000.00	30,000.00	38,000.00	19,200.00	35,500.00			14,000.00
Interest Income	10.78	12.21	12.72	15.38	48.09	1.52	1.52	30.00
Donations Loan Forgiven Other								
Total Income	85,100.06	45,544.74	71,751.81	63,837.96	80,909.14	126.52	126.52	47,930.00
Professional Services	3,400.00	3,145.00	3,787.50	1,937.50	1,462.50			4,000.00
Fundraiser Expenses	15,942.31	278.15		119.95	300.00			
Postage		22.77						
Printing	438.50	92.97		961.37				500.00
Supplies	1,129.12	292.64	161.91	168.58	184.95			
Membership dues and fees	3,496.53	2,392.29	919.18	1,162.30	389.55			100.00
Insurance	1,600.00	1,500.00	1,581.00	1,581.00	1,521.00			1,550.00
Telephone								
Grant Donations	77,594.00	47,063.00	58,452.00	58,435.12	61,510.00			48,000.00
Taxes & Licenses	103.00	101.00	80.00	101.00	146.00			150.00
Travel & Meetings			573.49	422.83	406.41			900.00
Other	1,070.87		218.98	385.00	775.75			
Total Expenses	104,774.33	54,887.82	65,774.06	65,274.65	66,696.16	0.00	0.00	55,200.00
Profit (Loss)	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	14,212.98	126.52	126.52	(7,270.00)
Net Change for year	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	14,212.98	126.52	126.52	(7,270.00)
Beginning Fund Balance	81,044.17	61,369.90	52,026.82	58,004.57	56,567.88	70,780.86	70,780.86	70,780.86
Ending Fund Balance	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86	\$70,907.38	\$70,907.38	\$63,510.86

Board Meeting September 12, 2018

DESCRIPTION	12 Months	2 Month	2 Month	2 Month
	July 18- June 19	July 18- August 18	July 18- August 18	July 18- August 18
	2018-19 Budget	2018-19 Budget	2018-19 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 6,500.00	\$ 1,083.33	\$ 1,538.70	\$ 455.37
Institutional Support; NWRES D	\$ 12,500.00	\$ -		\$ -
GRANTS				
Foundation Grants Income	\$ 14,000.00	\$ -		\$ -
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 10,000.00	\$ -		\$ -
Online Auction Income	\$ 3,500.00	\$ -		\$ -
Staff Raffles, notecard sales, etc	\$ 1,400.00	\$ -		\$ -
OTHER INCOME				
Interest Income	\$ 30.00	\$ 5.00	\$ 2.74	\$ (2.26)
Other		\$ -		\$ -
NET REVENUE	\$ 47,930.00	\$ 1,088.33	\$ 1,541.44	\$ 453.11
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 26,500.00	\$ -		\$ -
Special Grant Fund	\$ 7,500.00	\$ -		\$ -
Corporate Grants	\$ -	\$ -		\$ -
Foundation Grants	\$ 14,000.00	\$ -		\$ -
Event Expenses	\$ -	\$ -		\$ -
Contract Services	\$ 4,000.00	\$ 666.67		\$ 666.67
Operations				
Postage		\$ -		\$ -
Printing	\$ 500.00	\$ 83.33		\$ 83.33
Office Supplies	\$ -	\$ -		\$ -
Marketing	\$ -	\$ -		\$ -
Membership Dues and Fees				
Bank Fee	\$ 100.00	\$ 16.67		\$ 16.67
Dues	\$ -	\$ -		\$ -
Licenses and Fees	\$ 150.00	\$ 25.00		\$ 25.00
Insurance				
Liability Insurance	\$ 1,550.00	\$ -		\$ -
Travel and Meetings	\$ 900.00	\$ 150.00		\$ 150.00
Miscellaneous		\$ -		\$ -
TOTAL OPERATING EXPENSES	\$ 55,200.00	\$ 941.67	\$ -	\$ 941.67
2018-19 Net Income (Loss)	\$ (7,270.00)	\$ 146.67	\$ 1,541.44	\$ 1,394.77
2018-19 Beginning Fund Balance	\$ 70,780.86	\$ 70,780.86	\$ 70,780.86	
2018-19 Ending Fund Balance	\$ 63,510.86	\$ 70,927.53	\$ 72,322.30	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 12, 2018**

Assets and Fund Balance

	6/30/2014	06/30/2015	06/30/2016	06/30/2017	06/30/2018	8/31/2018
Cash - Checking	\$25,515.62	\$16,160.89	\$22,128.76	\$20,681.31	\$34,848.52	\$36,388.12
Cash - Money Market	\$35,854.28	\$35,865.93	\$35,875.81	\$35,886.57	\$35,932.34	\$35,934.18
Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86	\$72,322.30
Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance	61,369.90	52,026.82	58,004.57	56,567.88	56,567.88	72,322.30
Total Liabilities and Fund Balance	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$56,567.88	\$72,322.30

Profit and Loss and Fund Balance

						Month to Date 08/01/18 to 08/31/18	Year to Date 07/01/18 to 08/31/18	Budget Year to Date 07/01/18 to 06/30/19
Donations Received	\$65,089.28	\$15,532.53	\$33,739.09	\$44,622.58	\$45,361.05	\$1,413.70	\$1,538.70	\$33,900.00
Grant Income	20,000.00	30,000.00	38,000.00	19,200.00	35,500.00			14,000.00
Interest Income	10.78	12.21	12.72	15.38	48.09	1.22	2.74	30.00
Donations Loan Forgiven Other								
Total Income	85,100.06	45,544.74	71,751.81	63,837.96	80,909.14	1,414.92	1,541.44	47,930.00
Professional Services	3,400.00	3,145.00	3,787.50	1,937.50	1,462.50			4,000.00
Fundraiser Expenses	15,942.31	278.15		119.95	300.00			
Postage		22.77						
Printing	438.50	92.97		961.37				500.00
Supplies	1,129.12	292.64	161.91	168.58	184.95			
Membership dues and fees	3,496.53	2,392.29	919.18	1,162.30	389.55			100.00
Insurance	1,600.00	1,500.00	1,581.00	1,581.00	1,521.00			1,550.00
Telephone								
Grant Donations	77,594.00	47,063.00	58,452.00	58,435.12	61,510.00			48,000.00
Taxes & Licenses	103.00	101.00	80.00	101.00	146.00			150.00
Travel & Meetings			573.49	422.83	406.41			900.00
Other	1,070.87		218.98	385.00	775.75			
Total Expenses	104,774.33	54,887.82	65,774.06	65,274.65	66,696.16	0.00	0.00	55,200.00
Profit (Loss)	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	14,212.98	1,414.92	1,541.44	(7,270.00)
Net Change for year	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	14,212.98	1,414.92	1,541.44	(7,270.00)
Beginning Fund Balance	81,044.17	61,369.90	52,026.82	58,004.57	56,567.88	70,907.38	70,780.86	70,780.86
Ending Fund Balance	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$70,780.86	\$72,322.30	\$72,322.30	\$63,510.86