

Northwest Regional ESD Foundation

- BOARD MEETING AGENDA -

4:00 P.M., WEDNESDAY, SEPTEMBER 20, 2017

Cascade and Pacific Academies
14255 SW Brigadoon Ct., Beaverton OR 97005
Phone: 503-641-1479

4:15 Tour - Cascade and Pacific Academies

4:45 Regular Meeting

- 1.) Call to Order..... Board President Joe Christy
- 2.) Minutes: June 21, 2017 ([attached](#))..... Joe Christy
RECOMMENDED BOARD ACTION: Approve Minutes.
- 3.) Treasurer’s Report for June, July, and August, 2017 ([attached](#))..... Yuen Chin
RECOMMENDED BOARD ACTION: Approve Treasurer’s Reports
- 4.) Discussion Items and Updates All
 - a) Miller Nash Reception – Celebrate Success! Wednesday, Oct. 25, 6:00 p.m.
 - b) Back-to-School Grant Timeline
 - c) Playground Update
- 5.) Good of the Order

DRAFT
Northwest Regional ESD Foundation
- ANNUAL MEETING MINUTES -

Wednesday, June 21, 2017, 4:00 p.m.
Lakeside Bistro: 8294 SW Nyberg St., Tualatin, OR 97062

Present: Yuen Chin, Joe Christy, Steve Petruzelli, Katie Riley, Karen Foley, Andi Miller, and Megan Stenberg.

- 1.) **Call to Order: 6:37 p.m.**
- 2.) **Introductions and Communications - None**
- 3.) **Officer Elections**
 - A. **President-elect:** Tabled.
 - B. **Secretary:** Joe Christy moved to elect Karen Foley to serve as Board Secretary through June 30, 2018. The motion was seconded by Katie Riley and approved unanimously.
- 4.) **Annual Election of Directors:** Karen Foley moved to re-elect current slate of directors. The motion was seconded by Joe Christy and approved unanimously.
- 5.) **Minutes: April 19, 2017:** Katie Riley moved to approve the minutes. The motion was seconded by Steve Petruzelli and approved unanimously.
- 6.) **Treasurer's Reports: April and May 2017:** Joe Christy moved to approve the reports. The motion was seconded by Karen Foley and approved unanimously.
- 7.) **2017-18 Budget:** Katie Riley moved to approve the budget. The motion was seconded by Joe Christy and approved unanimously. In addition, Yuen Chin moved to use general funds to complete the playground project if the Nike if the Nike Community Impact Fund grant is not awarded. The motion was seconded by Joe Christy and approved unanimously.
- 8.) **2016-17 Calendar (attached)** Information only – No action required

Adjourn: 7:00 p.m.

(Calendar and Board contact information are attached)

2016-17: Northwest Regional ESD Foundation Budget

Board Meeting September 20, 2017

DESCRIPTION	12 Months	12 Months	12 Months	12 Months
	July 16- June 17	July 16- June 17	July 16- June 17	July 16- June 17
	2016-17 Budget	2016-17 Budget	2016-17 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 3,500.00	\$ 3,500.00	\$11,277.58	\$ 7,777.58
Institutional Support; NWRES D	\$ 12,500.00	\$ 12,500.00	12,500.00	\$ -
GRANTS				
Foundation Grants Income	\$ 50,000.00	\$ 50,000.00	\$ 19,200.00	\$ (30,800.00)
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 8,000.00	\$ 8,000.00	\$ 10,550.00	\$ 2,550.00
Online Auction Income	\$ 4,000.00	\$ 4,000.00	\$ 6,165.00	\$ 2,165.00
Geo. D. Green Art Insitute			\$ 3,500.00	\$ 3,500.00
Staff Raffles, notecard sales, etc	\$ 1,000.00	\$ 1,000.00	\$ 630.00	\$ (370.00)
OTHER INCOME				
Interest Income	\$ 30.00	\$ 30.00	\$ 15.38	\$ (14.62)
Other		\$ -		\$ -
NET REVENUE	\$ 79,030.00	\$ 79,030.00	\$ 63,837.96	\$ (15,192.04)
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 18,500.00	\$ 18,500.00	\$ 22,102.75	\$ (3,602.75)
Special Appeal	\$ -	\$ -	\$ 17,132.37	\$ (17,132.37)
Corporate Grants	\$ -			\$ -
Foundation Grants	\$ 50,000.00	\$ 50,000.00	\$ 19,200.00	\$ 30,800.00
Event Expenses	\$ -	\$ -	\$ 119.95	\$ (119.95)
Contract Services	\$ 7,000.00	\$ 7,000.00	\$ 1,937.50	\$ 5,062.50
Operations				
Postage		\$ -		\$ -
Printing	\$ 200.00	\$ 200.00	\$ 961.37	\$ (761.37)
Office Supplies	\$ -	\$ -	\$ 168.58	\$ (168.58)
Marketing		\$ -		\$ -
Membership Dues and Fees				
Bank Fee	\$ 130.00	\$ 130.00	\$ 162.30	\$ (32.30)
Dues	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ (250.00)
Licenses and Fees	\$ 150.00	\$ 150.00	\$ 101.00	\$ 49.00
Insurance				
Liability Insurance	\$ 1,500.00	\$ 1,500.00	\$ 1,581.00	\$ (81.00)
Travel and Meetings	\$ 800.00	\$ 800.00	\$ 422.83	\$ 377.17
Miscellaneous		\$ -	\$ 385.00	\$ (385.00)
TOTAL OPERATING EXPENSES	\$ 79,030.00	\$ 79,030.00	\$ 65,274.65	\$ 13,755.35
2016-17 Net Income (Loss)	\$ -	\$ -	\$ (1,436.69)	\$ (1,436.69)
2016-17 Beginning Fund Balance	\$ 58,004.57	\$ 58,004.57	\$ 58,004.57	
2016-17 Ending Fund Balance	\$ 58,004.57	\$ 58,004.57	\$ 56,567.88	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 20, 2017**

30-Jun-17

Assets and Fund Balance

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

Profit and Loss and Fund Balance

						Month to Date	Year to Date	Budget
						06/01/17 to 06/30/17	07/01/16 to 06/30/17	Year to Date
						06/01/17 to 06/30/17	07/01/16 to 06/30/17	07/01/16 to 06/30/17
Donations Received	\$79,847.97	\$69,861.49	\$65,089.28	\$15,532.53	\$33,739.09	\$495.02	\$44,622.58	\$29,000.00
Grant Income	11,000.00	10,000.00	20,000.00	30,000.00	38,000.00	5,200.00	19,200.00	50,000.00
Interest Income	72.81	19.63	10.78	12.21	12.72	1.16	15.38	30.00
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	5,696.18	63,837.96	79,030.00
Professional Services	10,050.00	4,150.00	3,400.00	3,145.00	3,787.50	825.00	1,937.50	7,000.00
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		636.37	961.37	200.00
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	0.52	1,162.30	880.00
Insurance	1,600.00	1,600.00	1,600.00	1,500.00	1,581.00		1,581.00	1,500.00
Telephone								
Grant Donations	63,565.00	51,990.00	77,594.00	47,063.00	58,452.00	6,586.37	58,435.12	68,500.00
Taxes & Licenses	103.00	103.00	103.00	101.00	80.00		101.00	150.00
Travel & Meetings	171.70				573.49	400.00	422.83	800.00
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	8,448.26	65,274.65	79,030.00
Profit (Loss)	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(2,752.08)	(1,436.69)	0.00
Net Change for year	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(2,752.08)	(1,436.69)	0.00
Beginning Fund Balance	83,793.09	78,428.41	81,044.17	61,369.90	52,026.82	59,319.96	58,004.57	58,004.57
Ending Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$56,567.88	\$58,004.57

2017-18: Northwest Regional ESD Foundation Budget

Board Meeting September 20, 2017

DESCRIPTION	12 Months	1 Month	1 Month	1 Month
	July 17- June 18	July 17- July 17	July 17- July 17	July 17- July 17
	2016-17 Budget	2016-17 Budget	2016-17 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 6,000.00	\$ 500.00	\$ 1,431.47	\$ 931.47
Institutional Support; NWRES D	\$ 12,500.00	\$ -		\$ -
GRANTS				
Foundation Grants Income	\$ 16,700.00	\$ -		\$ -
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 10,000.00	\$ -		\$ -
Online Auction Income	\$ 5,000.00	\$ -		\$ -
Staff Raffles, notecard sales, etc	\$ 1,400.00	\$ -		\$ -
OTHER INCOME				
Interest Income	\$ 30.00	\$ 2.50	\$ 1.10	\$ (1.40)
Other		\$ -		\$ -
NET REVENUE	\$ 51,630.00	\$ 502.50	\$ 1,432.57	\$ 930.07
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 21,500.00	\$ -		\$ -
Special Grant Fund	\$ 7,680.00	\$ -		\$ -
Corporate Grants	\$ -	\$ -		\$ -
Foundation Grants	\$ 16,700.00	\$ -		\$ -
Event Expenses	\$ -	\$ -		\$ -
Contract Services	\$ 2,000.00	\$ 166.67		\$ 166.67
Operations				
Postage		\$ -		\$ -
Printing	\$ 500.00	\$ 41.67		\$ 41.67
Office Supplies	\$ -	\$ -		\$ -
Marketing	\$ 700.00	\$ -		\$ -
Membership Dues and Fees				
Bank Fee	\$ 150.00	\$ 12.50		\$ 12.50
Dues	\$ -	\$ -		\$ -
Licenses and Fees	\$ 150.00	\$ 12.50		\$ 12.50
Insurance				
Liability Insurance	\$ 1,500.00	\$ -		\$ -
Travel and Meetings	\$ 750.00	\$ 62.50		\$ 62.50
Miscellaneous		\$ -		\$ -
TOTAL OPERATING EXPENSES	\$ 51,630.00	\$ 295.83	\$ -	\$ 295.83
2017-18 Net Income (Loss)	\$ -	\$ 206.67	\$ 1,432.57	\$ 1,225.90
2017-18 Beginning Fund Balance	\$ 56,567.88	\$ 56,567.88	\$ 56,567.88	
2017-18 Ending Fund Balance	\$ 56,567.88	\$ 56,774.55	\$ 58,000.45	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 20, 2017**

31-Jul-17

Assets and Fund Balance

	6/30/2012	6/30/2013	6/30/2014	06/30/2015	06/30/2016	06/30/2017	7/31/2017
Cash - Checking	\$42,598.44	\$45,200.67	\$25,515.62	\$16,160.89	\$22,128.76	\$20,681.31	\$22,112.96
Cash - Money Market	\$35,823.87	\$35,843.50	\$35,854.28	\$35,865.93	\$35,875.81	\$35,886.57	\$35,887.49
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	\$58,000.45
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	58,000.45
Total Liabilities and Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$58,000.45

Profit and Loss and Fund Balance

							Month to Date 07/01/17 to 07/31/17	Year to Date 07/01/17 to 07/31/17	Budget Year to Date 07/01/17 to 06/30/18
Donations Received	\$79,847.97	\$69,861.49	\$65,089.28	\$15,532.53	\$33,739.09	\$44,622.58	\$1,431.47	\$1,431.47	\$34,900.00
Grant Income	11,000.00	10,000.00	20,000.00	30,000.00	38,000.00	19,200.00			16,700.00
Interest Income	72.81	19.63	10.78	12.21	12.72	15.38			30.00
Donations Loan Forgiven									
Other	6.00	103.00					1.10	1.10	
Total Income	90,926.78	79,984.12	85,100.06	45,544.74	71,751.81	63,837.96	1,432.57	1,432.57	51,630.00
Professional Services	10,050.00	4,150.00	3,400.00	3,145.00	3,787.50	1,937.50			2,000.00
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			500.00
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			300.00
Insurance	1,600.00	1,600.00	1,600.00	1,500.00	1,581.00	1,581.00			1,500.00
Telephone									
Grant Donations	63,565.00	51,990.00	77,594.00	47,063.00	58,452.00	58,435.12			45,880.00
Taxes & Licenses	103.00	103.00	103.00	101.00	80.00	101.00			
Travel & Meetings	171.70				573.49	422.83			1,450.00
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	0.00	0.00	51,630.00
Profit (Loss)	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	1,432.57	1,432.57	0.00
Net Change for year	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	1,432.57	1,432.57	0.00
Beginning Fund Balance	83,793.09	78,428.41	81,044.17	61,369.90	52,026.82	58,004.57	56,567.88	56,567.88	56,567.88
Ending Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$58,000.45	\$58,000.45	\$56,567.88

2017-18: Northwest Regional ESD Foundation Budget

Board Meeting September 20, 2017

DESCRIPTION	12 Months	2 Month	2 Month	2 Month
	July 17- June 18	July 17- August 17	July 17- August 17	July 17- August 17
	2016-17 Budget	2016-17 Budget	2016-17 Actual	Variance
REVENUE				
Pledges and Unsolicited Donations	\$ 6,000.00	\$ 1,000.00	\$ 1,883.12	\$ 883.12
Institutional Support; NWRES D	\$ 12,500.00	\$ -		\$ -
GRANTS				
Foundation Grants Income	\$ 16,700.00	\$ -		\$ -
Corporate Grants Income		\$ -		\$ -
EVENTS				
Reception - Miller Nash	\$ 10,000.00	\$ -		\$ -
Online Auction Income	\$ 5,000.00	\$ -		\$ -
Staff Raffles, notecard sales, etc	\$ 1,400.00	\$ 400.00		\$ (400.00)
OTHER INCOME				
Interest Income	\$ 30.00	\$ 5.00	\$ 2.20	\$ (2.80)
Other		\$ -		\$ -
NET REVENUE	\$ 51,630.00	\$ 1,405.00	\$ 1,885.32	\$ 480.32
OPERATING EXPENSES				
Program (Grant Awards)				
Mini Grants	\$ 21,500.00	\$ -		\$ -
Special Grant Fund	\$ 7,680.00	\$ -		\$ -
Corporate Grants	\$ -	\$ -		\$ -
Foundation Grants	\$ 16,700.00	\$ -		\$ -
Event Expenses	\$ -	\$ -		\$ -
Contract Services	\$ 2,000.00	\$ 333.33		\$ 333.33
Operations				
Postage		\$ -		\$ -
Printing	\$ 500.00	\$ 83.33		\$ 83.33
Office Supplies	\$ -	\$ -		\$ -
Marketing	\$ 700.00	\$ -		\$ -
Membership Dues and Fees				
Bank Fee	\$ 150.00	\$ 25.00		\$ 25.00
Dues	\$ -	\$ -		\$ -
Licenses and Fees	\$ 150.00	\$ 25.00		\$ 25.00
Insurance				
Liability Insurance	\$ 1,500.00	\$ -		\$ -
Travel and Meetings	\$ 750.00	\$ 125.00		\$ 125.00
Miscellaneous		\$ -		\$ -
TOTAL OPERATING EXPENSES	\$ 51,630.00	\$ 591.67	\$ -	\$ 591.67
2017-18 Net Income (Loss)	\$ -	\$ 813.33	\$ 1,885.32	\$ 1,071.99
2017-18 Beginning Fund Balance	\$ 56,567.88	\$ 56,567.88	\$ 56,567.88	
2017-18 Ending Fund Balance	\$ 56,567.88	\$ 57,381.21	\$ 58,453.20	

**Northwest Regional ESD Foundation
Financial History
Board Meeting September 20, 2017**

31-Aug-17

Assets and Fund Balance

	6/30/2012	6/30/2013	6/30/2014	06/30/2015	06/30/2016	06/30/2017	8/31/2017
Cash - Checking	\$42,598.44	\$45,200.67	\$25,515.62	\$16,160.89	\$22,128.76	\$20,681.31	\$22,564.80
Cash - Money Market	\$35,823.87	\$35,843.50	\$35,854.28	\$35,865.93	\$35,875.81	\$35,886.57	\$35,888.40
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	\$58,453.20
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	58,453.20
Total Liabilities and Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$58,453.20

Profit and Loss and Fund Balance

	Month to Date 08/01/17 to 08/31/17						Year to Date 07/01/17 to 08/31/17		Budget Year to Date 07/01/17 to 06/30/18
Donations Received	\$79,847.97	\$69,861.49	\$65,089.28	\$15,532.53	\$33,739.09	\$44,622.58			\$34,900.00
Grant Income	11,000.00	10,000.00	20,000.00	30,000.00	38,000.00	19,200.00			16,700.00
Interest Income	72.81	19.63	10.78	12.21	12.72	15.38			30.00
Donations Loan Forgiven									
Other	6.00	103.00					1.10	2.20	
Total Income	90,926.78	79,984.12	85,100.06	45,544.74	71,751.81	63,837.96	452.75	1,885.32	51,630.00
Professional Services	10,050.00	4,150.00	3,400.00	3,145.00	3,787.50	1,937.50			2,000.00
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			500.00
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			300.00
Insurance	1,600.00	1,600.00	1,600.00	1,500.00	1,581.00	1,581.00			1,500.00
Telephone									
Grant Donations	63,565.00	51,990.00	77,594.00	47,063.00	58,452.00	58,435.12			45,880.00
Taxes & Licenses	103.00	103.00	103.00	101.00	80.00	101.00			
Travel & Meetings	171.70				573.49	422.83			1,450.00
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	0.00	0.00	51,630.00
Profit (Loss)	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	452.75	1,885.32	0.00
Net Change for year	(5,364.68)	2,615.76	(19,674.27)	(9,343.08)	5,977.75	(1,436.69)	452.75	1,885.32	0.00
Beginning Fund Balance	83,793.09	78,428.41	81,044.17	61,369.90	52,026.82	58,004.57	58,000.45	56,567.88	56,567.88
Ending Fund Balance	\$78,428.41	\$81,044.17	\$61,369.90	\$52,026.82	\$58,004.57	\$56,567.88	\$58,453.20	\$58,453.20	\$56,567.88