

Hardin Valley Academy Foundation, Inc.

Meeting Minutes

July 12, 2018 (Meeting #58)



Members Present: Kevin Crateau, Sallee Reynolds, Kristen Aycok, Maureen Cianciolo, Christy McCord, Sage Kohler, Gary Rowcliffe, Suzanne Sherman and Kim Neuman.

Call to Order: Meeting was called to order at 5:25 pm by Kevin Crateau.

New HVAAC representative: We welcome our newest Foundation member, Kim Neuman, who is serving this year as the representative of the HVA Athletic Council on the Foundation board. Thank you for volunteering!

Secretary Report: A motion was made to correct the mileage rates included in the May 2018 minutes for Brown/West grant amount from \$.34 to \$.35 for travel. The motion was approved unanimously. A motion to approve the minutes with corrected mileage was made and approved unanimously. Minutes from the May 2018 meeting will be stored on the google drive and the Foundation website.

Treasurer Report: The treasurer's report through June 30, 2018 was presented. Financial statements were reviewed and will be filed for audit. Bank balances were presented (see below).

- ◇ Apr. 30, 2018 HVAF **Checking** balance \$19,270.20 (SouthEast - 3 sub accts)
- ◇ May 30, 2018 HVAF **Checking** balance \$18,504.62 (SouthEast - 3 sub accts)
- ◇ June 30, 2018 HVAF **Checking** balance \$16,720.01 (SouthEast - 3 sub accts)

- ◇ Apr. 30, 2018 HVAF Restricted Account balance \$5,019.46
- ◇ May 30, 2018 HVAF Restricted Account balance \$5,019.46
- ◇ June 30, 2018 HVAF Restricted Account balance \$2519.46

- ◇ Apr. 30, 2018 HVAF RoHAWKtics Account balance \$14,477.92
- ◇ May 30, 2018 HVAF RoHAWKtics Account balance \$14,064.45
- ◇ June 30, 2018 HVAF RoHAWKtics Account balance \$13,126.39

- ◇ Apr. 30, 2018 HVAF Band Fund balance \$18,578.76
- ◇ May 30, 2018 HVAF Band Fund balance \$18,078.76
- ◇ June 30, 2018 HVAF Band Fund balance \$610.42

- SouthEast bank cannot differentiate expenses into different sub accounts which would make tracking expenses easier. All card users (Sallee, Brenda, Kevin) must note expenses and communicate with the Foundation treasurer to keep accounting accurate.
- Transferred their portion of the 10-year celebration money to HVAAC last month.
- \$2500 scholarship money was paid last month.

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- Band uniforms were purchased from Band account.
- The 2017 financial compilation is now available. Maureen will post on the website. Gary will file with GuideStar.
- Gary will update the google calendar to fill out the important dates for annual tasks such as: sending the SSO board roster/information, requesting financial compilation, filing the TN State 990 forms, etc.
- Look for discount for Tech Soup which should be available soon.

Grant Committee – No new grants at this time. Gary will add important grant dates to the Foundation google calendar (such as the State Farm application date of June 6, 2019).

Bequest & Awards Committee – Maureen will add the newly improved “request for funding” document to the Foundation page under the school website and share link with Suzanne and Sallee for use in staff emails.

Special Events Committee – We are considering a Feb/March 2019 date for our next event. Discussed a possible theme of “BBQ and a band.”

Capital Campaign Committee – Advertise at upcoming fall and winter sporting events to sell Foundation corporate sponsorships during announcements. Ensure that we add a “thank you” advertisement to our 10-year sponsors in the PTSA e-talon. Kevin is updating the 1st day of school capital campaign letter with a theme of “if everyone can give.” He will work with Denise to prep for ValleyPalooza. Letters will go out with 1st day student packets.

Old Business: – No old business.

New Business:

- Valleypalooza helpers – Kevin, Sage, Maureen, Christy
- Will need Open House helpers too.

Next Meeting: Our next meeting will be Tuesday, August 14 at 5:15 pm.

Adjournment: Meeting was adjourned at 7:05 pm.

Respectfully submitted,
Maureen Cianciolo, HVAF Secretary