



Rooted School - Washington

Finance / Fund Development Committee

Published on December 15, 2024 at 9:35 AM PST

Amended on January 13, 2025 at 11:37 AM PST

Date and Time

Monday December 16, 2024 at 4:30 PM PST

Location

Rooted School Vancouver

10401 NE Fourth Plain Blvd
Suite 201

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		4:30 PM
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A.	Record Attendance	Adrienne Mason	1 m
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Board Members:

Adrienne Mason: Board Chairperson

Tyrone Foster - Board Member

School Officials:

	Purpose	Presenter	Time
Steven Carney: Executive Director & School Leader - RSV Sandra Yokley: Director of Operations - RSV			

JGP
Matt Paolini

B. Call the Meeting to Order

C. Approve Minutes from 11.18.24 Finance/Fund Development Committee Meeting	Approve Minutes	Adrienne Mason	3 m
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II. Finance / Fund Development 4:34 PM

A. RSV Finance Update	FYI	Matt Paolini	30 m
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Purpose:

To review November's financial performance, key metrics, and sustainability indicators, alongside strategic recommendations to address budget impacts from lower enrollment.

Key Discussion Points:

November Financial Performance:

- Overview of revenue shortfalls, including local support and state revenue, as outlined in the budget status report.
- Expenditure status: spending trends align with planned percentages, but contingency fully utilized due to enrollment miss.

Enrollment Impacts on Budget:

- Current enrollment at 54 FTE against a target of 70; loss of revenue estimated at \$81K.
- Specifics of grade-level enrollment trends and long-term concerns regarding sustainability under the current staffing and enrollment plans.

Strategic Recommendations:

- Discuss opportunities to improve student recruitment strategies to offset enrollment gaps.

Purpose

Presenter

Time

- Explore potential budget adjustments in underutilized areas, e.g., student recruitment (5% spent) and contracted services (7%).
- Review options for additional private revenue, given donations fell below targets (\$1K vs. \$35K budgeted).

Sustainability Indicators:

- Positive cash position: 108 days of cash on hand (exceeding the target of 60 days).
- Considerations for aligning five-year planning with realistic enrollment and staffing forecasts.

Next Steps and Actions:

- Identify actionable solutions for short-term financial adjustments.
- Set goals for private revenue and update forecasts for public revenue.

B. Proposal Review – Fundraising Infrastructure

Discuss

Adrienne Mason

20 m

Purpose: To review and discuss the proposed partnership with Pacific Northwest Fundraising (PNWF) for implementing a Fractional Business Model (FBM) to strengthen Rooted School Vancouver's development capacity.

Key Points for Discussion:

1. Overview of the PNWF proposal, including its objectives and alignment with the school's mission.
2. Evaluation of proposed services such as grant writing, database setup, fundraising campaigns, and donor stewardship.
3. Cost comparison between hiring a Development Director and using the FBM model, highlighting projected savings of \$46,000 annually.
4. Strategic reinvestment opportunities for cost savings into capacity-building grants, programming enhancements, or sustainability initiatives.
5. Discussion of deliverables, including timelines for grants, database management, and campaign execution.

Outcome: Determine next steps for board approval or adjustments to the proposal, and outline key questions or concerns for follow-up with PNWF.

III. Closing Items

5:24 PM

	Purpose	Presenter	Time
A. Action Items	Discuss	Adrienne Mason	5 m
<ul style="list-style-type: none"> • Recap of action items and final remarks. • Confirmation of the next meeting date 			
B. Adjourn Meeting	Vote	Adrienne Mason	