



## Rooted School - Washington

### Finance / Fund Development Committee

Published on April 21, 2025 at 2:10 PM PDT  
Amended on April 21, 2025 at 4:51 PM PDT

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#### Date and Time

Monday April 21, 2025 at 4:30 PM PDT

#### Location

Rooted School Vancouver

10401 NE Fourth Plain Blvd  
Suite 201

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#### Agenda

	Purpose	Presenter	Time
I.	Opening Items		4:30 PM
A.	Record Attendance	Adrienne Mason	1 m
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 - JGP Katie Silberstein - JGP Eddie Allen PNW - Fundraising			
<b>B. Call the Meeting to Order</b>			
<b>C.</b>	Approve Minutes from 02/18/2025 Finance/Fund Development Committee Meeting	Approve Minutes Adrienne Mason	3 m
<b>II.</b>	<b>Finance / Fund Development</b>		<b>4:34 PM</b>
<b>A.</b>	RSV Finance Update	FYI Katie Silberstein	30 m
<b>Purpose:</b> To review March's financial performance, assess progress toward fundraising targets, and identify strategic actions to close the year-end donation gap and support long-term financial sustainability.			
<b>Discussion Points:</b> <b>Financial Overview (as of March 31, 2025)</b>  <b>Revenue Performance:</b> Public revenue received: 52% of budgeted (target: 58%) Private revenue received: 70% of budgeted (above 58% target) Donations received: \$4,000 (vs. \$42,000 budgeted), resulting in a \$38,000 shortfall State revenue shortfall of \$80K driven by enrollment miss; Title I qualification adds \$28K			
<b>Expenditures:</b> Total expenses at 47% of budgeted (on target) Cost efficiencies in school operations and staffing adjustments			
<b>Cash Position:</b>			

	Purpose	Presenter	Time
Days Cash on Hand: 112 (well above the 60-day target)			
<b>Key Budget Challenges:</b> Enrollment shortfall: 52 students vs. 70 budgeted Revenue losses from enrollment: \$80K (state) + \$45K (SPED) Contingency funds fully allocated due to enrollment gaps			
<b>Payroll &amp; AP Highlights:</b> Total payroll payments: \$82,128.64; Direct deposit: \$60,814.34 AP Register for March: \$109,215.11, with significant payments to WPC Orchards, Joule Growth Partners, and retirement systems			
<b>Strategic Recommendations:</b> Fundraising Push: Immediate donor engagement to address the \$38K shortfall Grants Review: Assess opportunities for additional grant applications or early renewals Long-term Planning: Align fundraising strategy with projected enrollment and staffing adjustments for FY 25–26			
<b>Action Items:</b> Committee feedback on fundraising strategy adjustments Identify near-term donor engagement actions and event planning support			
<b>B.</b>	PNW Fundraising - Status Check In	Discuss	Eddie Allen and PNW Fundraising Team

20 m

### **Purpose:**

To review progress on fundraising initiatives, grant submissions, and donor engagement efforts led by Pacific Northwest Fundraising (PNWF), ensuring alignment with Rooted School Vancouver's development goals.

### **Discussion Points:**

#### **Grant Writing & Funding Updates**

- Status of submitted grants and pending applications
- New grant opportunities identified
- Follow-up and reporting on awarded grants

#### **Donor Engagement & Stewardship**

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• Updates on donor outreach and cultivation efforts</li> <li>• Progress on recurring giving program</li> <li>• Upcoming donor events or campaigns</li> </ul>		
	<b>Fundraising Campaigns &amp; Revenue Goals</b>		
	<ul style="list-style-type: none"> <li>• Performance of recent fundraising initiatives</li> <li>• Timeline and strategy for upcoming campaigns</li> <li>• Adjustments needed to meet revenue targets</li> </ul>		
	<b>Database &amp; Infrastructure Development</b>		
	<ul style="list-style-type: none"> <li>• Updates on Zeffy donor management implementation</li> <li>• Key donor metrics and insights</li> <li>• Staff and board training progress</li> </ul>		
	<b>Next Steps &amp; Action Items</b>		
	<ul style="list-style-type: none"> <li>• Key takeaways and follow-ups for next check-in</li> <li>• Additional board support needed for fundraising efforts</li> </ul>		
<b>III.</b>	<b>Closing Items</b>		<b>5:24 PM</b>
<b>A.</b>	Action Items	Discuss	Adrienne Mason
	<ul style="list-style-type: none"> <li>• Recap of action items and final remarks.</li> <li>• Confirmation of the next meeting date</li> </ul>		5 m
<b>B.</b>	Adjourn Meeting	Vote	Adrienne Mason