

APPROVED



## Rooted School - Washington

### Minutes

#### Rooted School Finance / Fund Development Committee Meeting

---

**Date and Time**

Monday May 20, 2024 at 4:30 PM

**Location**

10401 NE Fourth Plain Blvd  
Vancouver, WA 98662

---

**Committee Members Present**

A. Mason (remote), S. Carney, T. Foster (remote), T. Knox (remote)

**Committee Members Absent**

*None*

**Guests Present**

M. Paolini (remote)

---

**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

A. Mason called a meeting of the Finance Committee Committee of Rooted School - Washington to order on Monday May 20, 2024 at 4:33 PM.

**C. Approve Minutes**

T. Foster made a motion to approve the minutes from Rooted School Finance / Fund Development Committee Meeting on 04-23-24.

The committee **VOTED** to approve the motion.

## II. Finance / Fund Development

### A. RSV Finance Update

#### • Overview and Challenges:

- Matt presented an overview of the organization's finances.
- The organization is on track with the fiscal and school year, despite a discrepancy in the receivable balance related to the CSP grant.
- General purpose revenues are at their target, but fundraising and federal revenues are lagging.
- Contracted services and school operations are kept under budget.
- An unexpected increase in enrollment has resulted in a healthy cash balance.
- Lower cash inflows are expected in the upcoming months.
- Matt explained the frequency of federal fund claims and admitted to recent submission difficulties, leading to potential interest loss. Adrienne acknowledged this as a concern.

### B. Reflection from Board Retreat

#### • School Expectations and Board Retreat:

- Clarification on committee status was provided, with Adrienne confirming a forthcoming detailed outline of committees, members, and meeting schedules.
- Adrienne shared a draft version of the mandatory attendance calendar for the full board, which will be updated as more committee meetings are added.

### C. RSV Fund Development Plan

#### • Quarterly Meetings and Board Retreat:

- Adrienne proposed a tentative schedule for quarterly meetings and a board retreat, with the first meeting on August 3rd and the board retreat scheduled for the following quarter.
- Smaller, more intimate fundraisers were proposed for specific Thursdays in October, January, and April.
- It was decided that the fundraiser on the first Thursday in October would be held on Saturday, October 10th, to better accommodate attendees.

#### • Diverse Fundraisers for Annual Goal:

- Tyrone emphasized the need for diverse strategies to reach the annual fundraising goal of \$300,000.

- Ideas included small group dinners, larger community events, and galas, as well as potential partnerships with local businesses.
- Further discussions with the Parent Advisory Council and other teams will explore school fundraisers, with Tyrone and Adrienne noting the success of past popcorn sales.
- **Venue Options for Gathering:**
  - Potential venues for the next gathering were discussed, including community spaces such as a market, a house, and a bank.
  - Adrienne offered to decorate the venue for free as part of her side gig.
  - Information and photos about 4th Plain Commons, a potential venue, will be shared to ensure agreement.
- **Organization Collaboration and Business Targets:**
  - Taina and Tyrone discussed collaboration possibilities, focusing on businesses in the northeastern part of the city.
  - Efforts will not overlap with Kairos, another local charter in Portland.
  - Taina will build a list of potential organizations to target.
- **Fundraising Event Software Solutions:**
  - Software solutions for fundraising events were explored, with the goal of providing a seamless donor experience.
  - Taina suggested reaching out to a friend for more information about free or low-cost software.
  - Adrienne will lead the planning efforts for the fundraiser, with Taina assisting in securing sponsors for wine.
  - Jonathan will update the fundraising plan and share it for review and feedback.
- **Donor Prospects and Funding Strategies:**
  - Strategies to secure funding for the third quarter were discussed, including exploring specific federal grants.
  - Community engagement was emphasized, stressing consistency in requests and meaningful updates to funders.
  - A follow-up meeting to discuss the specifics of the funding gap to be scheduled with Jonathan and Steven.

### III. Closing Items

#### A. Action Items

- **Matt:**
  - Investigate the discrepancy in the non-AP cash balance and provide an update at the next meeting.
  - Make the Federal fund claims soon.
- **Adrienne:**
  - Review the minutes from the April 23rd meeting.
  - Lead the planning process for the first fundraising event in October.

- **Jonathan:**

- Meet with Adrienne and Steven to clarify the specifics of the fundraising gap and ensure potential Federal grant opportunities allocate funds to cover school staff FTE.
- Update the fundraising plan and share it for review and feedback.

- **Taina:**

- Reach out to the leadership of the 1800 Foundation for insights and best practices on fundraising and grant writing.

## **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:51 PM.

Respectfully Submitted,

A. Mason