



# DVHS Education Fund Board Meeting Meeting Minutes

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**Tuesday, August 9, 2022**

The meeting was called to order by Darlene Larson at 7:05 pm

## **Attendance**

Bassant Abdelrahman, Darlene Larson, Mimi Quan, Cherry Yuan, Fang Liu, and Dinesh Govindarao.

## **Approval of Past Meeting Minutes**

Mimi made a motion to approve the May 2022 meeting minutes. All approved.

## **Board positions**

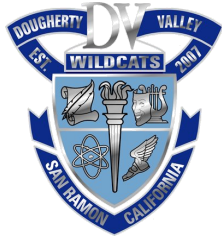
Darlene reported that Fang Liu agreed to take the role as Assistant Chair, Corporate Match at the end of the school year, after our May 2022 meeting.. Darlene made a motion to approve Fang Liu to the Assistant Chair, Corporate Match, Mimi seconded. All approved.

Darlene also made another motion to add Vice President to Dharmesh Mistry's position, to have him hold the dual role of Vice President and SRVEF Representative. Most Ed Funds don't have a SRVEF Rep position and the vice president generally attends the SRVEF meeting during the president's absence. Darlene spoke with Dharmesh about the dual title/role and he agreed. Cherry seconded. All approved

## **Report & Budget**

Darlene presented a revised 2022-23 Budget instead of Mimi since the revision was done over the summer before the knowledge transfer occurred between Darlene and Mimi. The follow budget changes were presented:

- I. Affiliate Dues increased to \$550, \$100 increase.
- II. Intuit-Quick Book fees increased to \$655, an increase of \$55. Monthly fee increased from \$50 to \$55 starting on July 1, 2022
- III. Constant Contact shows a negative expense of (\$416.50) due to a refund from Constant Contact. This is due to reducing our number of contacts to less than 5001 contacts. In 2021-22, we prepaid \$798 to Constant Contact for the fiscal year, in which Constant Contact deducted 66.50 each month from our prepaid balance. Constant Contact changed our monthly fee to 87.50 because we had over 5001 contacts. This caused our prepaid balance to deplete prior to the end of the fiscal year, so Constant Contact automatically charged our credit card on file \$1025.50 in May 2022 at the 5001+ contacts' rate. After we decreased the number of contacts, it still required us to call the billing department to change our rate plan to the under 5001 contacts. The customer service department would not refund our full amount and would only credit us the difference between the two rate plans. We also changed from Email Plus plan to an Email plan only since we were not using any of the "Email Plus" features. Our new annual plan is \$546 for the entire year, at a rate of 45.50/mo.
  1. On 6/1/2021 we prepaid \$798 (\$66.50/month)
  2. For March/April/May 2022 we were charged 87.50, an additional \$21 (\$21 X3 = \$63)
  3. 2022-21 prepaid plan is \$546



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4. \$1025.50 (auto charged in May) - \$546 - \$63 = \$416.50 credit owed to Ed Fund (issued in June 2022)

Darlene made a motion to approve the revised budget, Cherry seconded. All approved.

Darlene also reported that there was just a small amount of activity through July 31st, with \$3,240 in donations and \$1645 in corporate matching. The only expenses incurred were bank charges/fees, intuit monthly fee, and the refund from constant contact.

### **Corporate Match**

Fang and Cherry met and reviewed the corporate matching process and the plan for this year. Cherry inquired if Future Fund had a filter functionality to send emails based on the parents' employer (e.g. send custom email to parents who work at Apple).

### **Principal's Report**

Bassant reported that DVHS is fully staffed and the teachers are energized. Counselors will be outside by the gym to handle schedule requests.

### **SRVEF Meeting**

Dinesh introduced himself and his role. He reminded our Board to review the SREVF tracker. Several items were due on 6/30/22 and there are items due for 9/30, including the bylaws. He mentioned that when contacting SRVEF, it is best to use the affiliates email address. Dinesh reminded us about the Run for Education on 10/8-9/22. The mini-run will be on 10/8 at 1PM. The 10K and 5K Run will be on 10/9. The Expo will be open on both days. The price for the Run of Education goes up starting 8/10. 70% of the funds raised goes directly back to the school (not PTA or Ed Fund). Dinesh also mentioned invoices for 2022-23 affiliate dues will be available in September. The first affiliates meeting will be on 8/22. This is a required in person meeting. Also on 8/30, there will be a Financial Training session. This is a similar training session held back in May 2022. Lastly, on 9/21 5-7PM, there will be an Audit workshop for all affiliates who need assistance to complete their annual audit.

### **General Discussion/Public Comment**

The next Meeting is Tuesday, September 13 @ 7:00 pm

Meeting adjourned at 7:47 pm

*Minutes respectively submitted by Darlene Larson for Seema Sharma*