

**Our Lady of Mount Carmel School
Finance Working Group Committee
November 19, 2019 @ 6pm OLMC Library
Meeting Agenda**

Committee Members: Dr. Farrington, Alex Matei, Risa Jarboe, Christina Gann Munguia, Mia Orr & Fr. Ulysses

Missing: Adam Plumpton, Brandy Navarro & Beth Keelan

Meeting Call to Order - Christina

Prayer - Fr. Ulysses

- a. **Approval of prior Meeting Minutes** – Dr. Farrington approved
- b. **Review of from prior meeting Action Items** –
 - Review of auction financials - Beth to bring Auction financial data
 - i. Beth provided auction data via Dropbox.
 - Corporate matching - Beth to provide Brandy list of names of parents that donated to Fund-A-Need at Auction. Brandy to include an insert to include Thank You letters that Dr. Farrington will be sending out to parents who donated at the Auction. The insert will alert families to reach out to their employers to see if they are willing to match their Fund-A-Need donations – Update: Corporate matching text was included in letter/email to families who donated at auction
 - i. Completed
- c. **Review of 2019/2020 Auction Financial Statements**
 - **Action Item** – Christina to ask Beth to provide more detail on sales of auction (e.g. breakdown of all sales items, number of attendees). Finance Working Group to review detailed spreadsheet and follow up Christina with any questions so she can relay back to Beth.
 - i. Christina sent email to Beth on 11.20.
 - \$125k profit with Fund-A-Need – this exceeds last year by \$7k.
 - Dr. Farrington reported that 10 families have not put in volunteer hours for auction. She has since contacted them.
- d. **Fall Fundraising Update**
 - Chocolate/Mixed bags
 - i. \$46k in chocolates sales; \$10.3k in mixed bags sales (forecasted \$12k),
 - ii. Buyout: \$7k
 - iii. Expenses: \$32k
 - iv. \$34k profits, \$7k more than last year – great job Alex and her team!

- v. Alex reported that 8 families remain who committed to catalog selling but have not purchased items as of yet. Alex will follow-up or charge them buyout price.
- vi. Administration of Fall Fundraising – this entails a lot of hours for parent volunteers – only 4 participated this year. For next year, there should be at least 6 volunteers so not one volunteer has too take on so much.
- vii. Alex will write down the processes and procedures to run the Fall Fundraiser for future chairs/volunteers.
- Annual Fund
 - Corporate matching – Leslie Tidwell (4th grade student) approached Dr. F about helping with grant writing. Leslie would like to help in corporate matching and figure out how to best communicate with companies about getting them to match. We understand that some companies adopted an internal policy not to match donations going to a religious schools. Leslie may be able to contest this policy.
 - Kelly O'Connor will send out letters early December.
 - Incorporate FACTS Giving – donate button on our FACTS website. Data is dumped into an excel spreadsheet – more manual labor by staff.
 - **Action Item** – Dr. F to find out how much was raised in last year's Annual Fund and report back by next Working Finance meeting on 1/28/20.

e. Review of 2019/2020 Financial Statements

- Month-end 10/31/19
- **Action Items:**
 - i. Christina will email all to review 10/31/19 statements. Include note that FWG will not meet in December.
 - ii. All review 10/31/19 financial statements and provide feedback/questions to Christina who will relay the questions back to Beth.
 - iii. Setting 2020-21 tuition by early January 2020. Finance Working group to join School Board meeting on 1/14/20 at 6pm to discuss Further.

f. Revive financial analysis of Scrip

- Financial analysis of value as a fundraiser
 - i. We have tried to limit the inventory of Script cards.
 - ii. We need someone to analyze Script to see how much we have made historically?
 - 1. **Action Item** – Risa to reach out to Mary McLinden/Beth Keelan and provide analysis. Report back by next Working Finance meeting on 1/28/20.
- Dr. F noted 40 families have not bought Script. She followed up with these families and requested that they purchase some Script by Friday, 11/22.

g. Other Items

- FACTS Application email was sent to interested parents who applied in 2019-20 but did not attend. One family responded to the email. Reviewed the FACTS dashboard. Dr. F is very pleased with the FACTS system.
- Thank you letters to donors will be sent out by end of month. Much sooner than last year.
- Discussion on hiring a Marketing/Fundraising person. Is the position feasible?
- Catholic Schools have an agreement that they will not release kindergarten admission decisions until 2/21/20 by 3pm; however, grades 1st-8th have a rolling admission throughout the year.
- 2020/21 tuition to be set by January; therefore, the Finance Working Group will join the School Board meeting on 1/14/20 to discuss and set tuition.

Upcoming date/meetings:

- TUES, NOV 19 @ 6pm (changed from 11/26) – Finance Working Group
- TUES, DEC 10 @ 6pm – School Board mtg
- FWG – no meeting for December
- **TUES, JAN 14 @ 6pm – School Board and Finance Working Group to discuss tuition – with the intent to set school tuition by early January.**
- TUES, JAN 28 @ 6pm – Finance Working Group