

FOCA Board Meeting Minutes

JANUARY 23, 2025

Date: Thursday Jan 23, 2025
Time: 3.45 - 5.15pm
Location: Virtual: meet.google.com/udr-qkyj-jhq

Present: Maija Pratt, Liza Tague, Saira Yunus, Jennifer Rapaport, Suzanne Swalley, Nate Emerson, Karen Shakman, Yunjie Peng, Annie Bonney

Absent: Hyo-Jin Kim, Sara Ontiveros

APPROVAL OF PREVIOUS MEETING MINUTES

A motion to approve the minutes of the previous meeting (December 4, 2024) was made by Maija. Approved by Liza and seconded by Nate. All voted to approve.

Doc: [2024 12 04 Meeting Minutes](#)

FINANCE UPDATE (*Suzanne*)

Sue shared budget update through December, 2024

- We have an extension to file taxes for 2023/2024 year
- FOCA year ends in June
- 1099 from RaceWire arrived from Annie yesterday (January 22) which covers Jan-Dec. The 1099 lists all money that came in from RaceWire; will be sent to accountant to double check
- Issue with tax filing of 990 form: accountant is asking for W9 forms from students who received scholarships. FOCA must contact students, who are now in college. Help is needed to track down students.
- Liza: maybe Friends of CRLS has this information? For this year's scholarship recipients, we need to make sure that we have address information for students so that we can send the W9 to each of them.
- United Way check from a couple of years ago was reissued and deposited in FOCA's account, since no team was designated as the recipient.
- FOCA has earned a couple of thousand dollars more in interest this year, as we set up a savings account.
- Grants: didn't include fencing, hockey, \$4000 for spring (fencing strips came in)
- New checks and envelopes for FOCA were purchased
- Fencing received their items; hockey conditioning grant approved. All grants approved have been paid.
- A couple of checks came in through Blackbaud (a Corporate matching platform). Suzanne must prove she's treasurer in order to claim the match and identify which teams should receive checks. Former treasurer's name, Bette Colombo, is still named on the platform.

BOARD MATTERS (Maija)

- When someone new joins the board, a form should be completed indicating a change of directors.
- Nate asked if hockey apparel rebate (\$300) came in from Pro Shop. Suzanne said she will look into this.
- Nate stated that Girls Basketball Team raised a large sum of money. How? Their earnings increased from \$1500 to \$9000 in one year.
- Sue - The team volunteered at a race. Also, it's possible to receive one large donation followed by a matching donation from a company.
- The team which brings in largest amount of donations is Crew, followed by Track.
- CRLS teams volunteered during the half marathon which helped bring in funds.
- A few donations through Venmo came in for Boys Hockey Team.
- Liza asked about football gear now that football season is over. The gear belongs to FOCA so it should be returned.
- Suzanne stated that the football team requested funds to cover their banquet expenses. The team didn't request a reimbursement for swag given out during their event. The football account contains \$2891.
- Maija will talk with Monique from football and inquire about the funds used to cover the swag. She will also ask about the status of the football gear.

CITY RUN (Liza, Hyo-Jin)

- Liza stated that Hyo-Jin is talking to City Sports about t-shirts.
- Liza met with Matt from Andrea Harvey Foundation. The foundation is dealing with succession planning and getting new members on the board.
- Andrea Harvey Foundation is helping with sponsorships.
- The CityRun is coming up quickly. FOCA should start to look into recruiting volunteers. The hockey team offered to volunteer on race day.
- Maija asked if any team liaisons stepped up for sponsors. According to Liza, Lucia reached out; there was a mild response from team liaisons. Maija suggested that team liaisons be reminded that sponsorship money funds grants.
- Nate stated he hasn't received anything from his team liaison (hockey). He suggested that each team parent liaison should be asked to help bring in sponsors.
- Liza will create an email to send to liaisons. Asked if we should allow all volunteers access to spreadsheet with company names. We haven't heard back from many businesses and several businesses still need to be contacted.
- Jen reached out to people in December for end of year donations, without success. She suggested weekly reminders be sent to FOCA Board Members about reaching out to sponsors. Liza will send board members a weekly reminder.
- Karen asked for board members to take initiative and reach out to sponsors on spreadsheet with no contact name for 2025.
- Photographers, Megan and George, are not confirmed for the event.

SPRING GRANT CYCLE (Nate)

- Nate suggested board members reach out to team coaches and parent liaisons before spring sports season begins.

- Suzanne asked that the grant cycle officer send out the emails, and she should be cc'd on these communications. Applications for grants, from teams, should be going to Grant Officer.
- Maija reminded everyone that February 17 is the deadline for grant requests from spring teams.
- Karen suggested sending an email to liaisons to ask what they may need.
- Maija will create a "thank you" email at the end of the year to send to liaisons. This email will ask if they'll return next year.

SUPPORTING CRLS SPORTS PIPELINE (Nate)

- Nate stated that many good student athletes in Cambridge middle schools choose to attend private high schools. He asked how to advertise that CRLS is a good option for them.
- Some ideas: contact city sports teams, such as Cambridge City Soccer, etc.; mention our funding, grants; showcase strength of programs.
- Liza asked if Tom should be included in this discussion.
- Liza suggested that coaches of all sports teams should post a video on the CRLS website showcasing their team. Students in sports journalism could assist by interviewing coaches. This could raise the profile of CRLS athletics.
- CRLS offers more sports options than many private schools.
- Karen suggested creating profiles of scholar athletes from CRLS, including where they're going to college.
- Jen stated this is good information to give to Cambridge youth programs. In addition, the colleges which have accepted CRLS student athletes should be listed. CRLS students do well academically and go to great colleges.
- Sue asked if Tom knows where student athletes are going to college.
- Nate stated that it's important to get this information out to parents of 6th, 7th, 8th graders.
- Karen suggested this information also be given to parents during "Rising 9th grader" events.
- Karen shared that last year, a representative from CRLS spoke to students at Shady Hill School about Cambridge Rindge and Latin; this should be done at all private middle schools.
- Nate is the point person on this. Will join Maija in meeting with Tom Arria (if possible).

FOCA LOGO REDESIGN (Liza)

- It was agreed last year that we would get the CRLS graphic design students to design a new FOCA logo. In January, a competition will be run and students will be invited to come up with new ideas. Liza is coordinating with Ms. Maxwell.
- The top six designs will be chosen by Liza, Maija, Annie, Jen and Hyo-Jin.
- These six designs will then be presented to the board, ideally during the February Board Meeting.

FOCA PROJECTS/PRIORITIES FOR 2024/5 (Maija)

- Maija stated that plans need to be made for recruiting new board members. Annie may be leaving next year.

- Liza suggested contacting coaches; they may know of parents who are interested in joining FOCA.
- Liza pointed out that the grant application deadline is February 17, the beginning of February break. She asked if the date should be pushed back to February 24, after we return.
- Maija suggested keeping the February 17 deadline.
- Nate asked if, moving forward, the deadline for grant applications be set closer to March 17, the beginning of spring sports season.
- It was explained by another member that an early grant deadline is needed so FOCA can review the request and disburse funds before the season starts.

FUTURE BOARD MEETING DATES

- Karen asked that the next meeting be scheduled before today's meeting ends.
- Maija asked if the General Body Meeting scheduled for Tuesday, February 4 could be switched to a Monday or Wednesday.
- The next FOCA General Body Meeting is scheduled for Wednesday, February 12, 7:30pm.
- In addition, a tentative General Body Meeting is scheduled for Wednesday, March 26. Maija will confirm and get back to the board.
- There will be a board meeting on Wednesday, March 5, to discuss the grants.
- FOCA's March Board Meeting will be on Wednesday, March 12 at 7:30pm.
- The April board meeting is tentatively set for Wednesday, April 16 and the May board meeting is tentatively scheduled for Wednesday, May 21, both starting at 7:30pm.

Meeting Adjourned at 5:14pm