



## January 7, 2024 Finance Committee Meeting

### Agenda

Location: Join our Zoom Meetings using this [Link](#).

Meeting ID: 469 595 1579

Passcode: budget

| Time    | Topic                                                                                                                                                                         | Leader                                                | Notes |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------|
| 7:00 pm | Land acknowledgement                                                                                                                                                          | Julie Carr & Brian LeBlanc for all of today's meeting |       |
| 7:05    | Welcome and Introductions                                                                                                                                                     |                                                       |       |
| 7:10    | Draft Community Survey <ul style="list-style-type: none"><li>• Sent out January 5th</li><li>• Due January 19th</li><li>• Results will be shared at 2/11 Finance Mtg</li></ul> |                                                       |       |
| 7:30    | Current Year Budget vs Actuals <ul style="list-style-type: none"><li>• Through December</li></ul>                                                                             |                                                       |       |
| 7:50    | Budget Proposals/ Draft Budget <ul style="list-style-type: none"><li>• Review Proposals received</li><li>• Review Draft Budget (just categories no #s)</li></ul>              |                                                       |       |
| 8:15 pm | Next Steps <ul style="list-style-type: none"><li>• Treasurers will reach out to Principal Dixon regarding grant timing and estimate</li></ul>                                 |                                                       |       |
| 8:30 pm | Wrap Up of Official Business                                                                                                                                                  |                                                       |       |

**Next meeting:** Sunday, February 11th, 2024 from 7:00-8:30 pm; Zoom link above

## **Welcome**

Thanks for being here! Our parent-teacher organization, Friends of Salmon Bay (FOSB), is here to support the school and community. Any adult associated with a student at Salmon Bay is automatically a member of FOSB. Learn more at [friendsofsalmonbay.org](https://friendsofsalmonbay.org) and follow us on Facebook, [@FriendsofSalmonBay](https://www.facebook.com/FriendsofSalmonBay).

**Acknowledgement of Duwamish ancestral lands:** *Much of the land upon which we serve students was once inhabited primarily by the Duwamish tribe. As we start our meeting, we acknowledge that we are on the traditional, ancestral lands of the Duwamish people. We honor the strength and resilience of the first inhabitants, whose children we serve today.*

**Goal of the Finance & Budget Committee:** The goal of the Finance & Budget Committee is to create, by the end of April of the current year, the proposed FOSB Budget for the upcoming school year in collaboration with members of the Salmon Bay community. This proposed budget for the upcoming school year will be presented at the May FOSB Membership meeting for a vote by the Salmon Bay community.

The heads of the Finance & Budget Committee for the 2023-24 school year are: Julie Carr (Middle School Treasurer) and Brian LeBlanc (Elementary School Treasurer).

If you have any finance or budget questions, please email us: [fosbtreasurer@gmail.com](mailto:fosbtreasurer@gmail.com)

## **FOSB Meeting Norms**

*Before the meeting:*

- Read the agenda so that things are less likely to surprise you.
- Review accompanying documents so you are prepared to participate.

*During the meeting:*

We ask Salmon Bay students to be safe, kind, and responsible. As role models in this community, we ask the same of ourselves. At FOSB meetings, we aspire to:

- Speak respectfully to each other as we engage in constructive, honest discussions.
- Maintain a focus on student benefit.
- Listen to understand other's ideas, not to contradict them.
- Share our experience and expertise to help create workable solutions.
- Honor time by communicating clearly and working efficiently and effectively.
- Trust and respect that the committee co-chairs will make appropriate choices about how much time to spend on a given topic.

**Manner of acting:** Meetings are facilitated by the chair or co-chairs of the committee; agreement within the committee to present their plans are by simple majority of those present at a meeting.

**Rules of quorum:** Quorum is met when a majority of committee members are present at a meeting.

**Votes:** Any votes in Finance Committee meetings, especially as they pertain to the development of the budget will be non-binding pending the presentation of the final version of the budget at the May 2024 FOSB Membership meeting.

**Minutes:** In the interest of transparency and to help future FOSB members understand the decisions behind certain votes, we will be taking minutes at all Finance Committee meetings.

*Call for (temporary) Finance Committee Secretary:* We are looking for someone who is interested in the work of the Treasurers/Finance Committee to take minutes for our budget meetings. It would be a great way to learn about what the Treasurers do without taking an official post!

**Budget Process Timeline:**

- January - Sunday 1/7; First round of SB grant, committee and equity proposals
- February - Sunday 2/11; Continue January meeting work and refer SB Grant for vote at 2/15 FOSB Meeting
- March - Sunday 3/10 - LAST CALL FOR ALL BUDGET PROPOSALS
- April - Tuesday 4/16 - Finalize budget
- May - Sunday 5/5 - Final clean up of budget before full vote at May FOSB meeting

**Budget Proposals:**

We are asking every active committee to submit their proposals (draft budget amount and general plan) for the 2024-25 school year to us as soon as possible. **Proposals received after the committee meeting on March 10th will be tabled until Fall 2024 for further evaluation.**

**How we fundraise and why:** (useful information from last year's budget process)

It's important to review why we fundraise the way we do. It's strategic. We don't have kids raise money, it's on families. We only ask the community to donate twice - direct giving and at the auction. This is intentional. However, it doesn't have to be a given and we can discuss other fundraising models. We build our budget to match what we can raise.