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**shARK Meeting Minutes**

DATE: 3/17/2022

Location: Altamont  
Call to order: 8:45am

MEETING TYPE:	Regular x	Special
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Roll Call:

NAME	ROLE	PRESENT	ABSENT
Marni Davis	President	x	
Caitlin O'Neill	Secretary	x	
Sue Davis	Treasurer		x
Sarah Laird	Vice President	x	
Giovanna Zarba	Director	resigned	
Kandi Cogliandro	Director		x
Lauren Bowne	Director		x
<b>*Guests in attendance*</b>	Eloisa Colin	Sarah Wieland	

- I. **Approval of Minutes**—let's do over email, not a corum here today  
*Update 3/18/22: via email, Sarah Laird motions to approve February Board Meeting minutes, Sue Davis seconds. All board members approved. -C.O.*
- II. Updates
  - A. Board Administration
    1. School Board Meeting Report: Eloisa attended the 3/10/22 HUSD board meeting. She is providing this update:
      - a. Tours for new/prospective students will be on Wednesdays by Matthew. Next year school is extending enrollment for TK for any

student who will turn 5 during that school year. **Is there a way to publicize this? Sandwich board in downtown Occidental?**

- b. Mariah has a printer, it belongs to shARK, **we need to keep in mind for posters, etc.**
- c. District running at a \$250K deficit each year, still with a good reserve but they don't want to tap into savings. Art, nurse, PBL will be going out next school year due to budget concerns.
- d. Discussion of shifting Covid protocols, mask mandate going away after Spring Break, etc. Discussion of the survey that went out about Covid protocols. Will the band be coming back?
- e. **Community Center—let's post on the board outside the community market to advertise this space as available for rent.**

## B. Financials

- 1. Treasurer reports on financial updates/most recent bank statements
  - a) Sue sent an email on 3/15/22 with evidence of RCU balances. Savings account has \$50,045.58, and the checking account has \$18,140.86. Marni also has a recent bank receipt that matches.
  - b) Sarah Wieland has an idea of how to change the language around fundraising; can we break it down for 2022-23 school year more explicitly? Give more impetus to donate? **Discuss this in May at our annual board review meeting.**
- 2. Tax/Bookkeeping updates
  - a) Shelly is moving forward, finally nearing the end with our taxes. We still don't have answers from Bev. Kandi and Marni will have an appointment with the bank to go over the cash, etc. Marni emailed Matthew about making an official statement to the community, and he doesn't seem to want to be part of it, for good and obvious reasons.
  - b) Statement to the school community: explain how Covid has messed with everything, and this volunteer-run organization got behind in book-keeping and filing taxes. We can let the community know how much work it has been for the board this year to catch us up on the books and taxes, and let the people who donated this year know how to proceed with deductions. Bringing us to....
  - c) Discuss with CPA Jenny: what is the language for exactly how to explain to those who have donated or will donate. What about us writing checks back to big donors, then they donate to school?
  - d) Has Lauren reached out to Alissa about getting to the bottom of what happened with discrepancies between QuickBooks and bank statements...is Lauren interested in drafting a letter to the community, once we have a firm answer from the CPA?

## C. Fundraising

- 1. Progress made toward annual goal: see last month's numbers?
- 2. Specific projects/committees
  - Planning committee for end of year movie night.We discussed this and are trying to weigh how reasonable it is to have a movie night this Spring, now that daylight savings has happened and it gets dark so late. We are debating whether to have it at all, we need to find out first if we can hold an event (spaghetti dinner, open campus, etc.) on May 21st instead. Marni is reaching out to Matthew about this.

-Flower fundraiser idea. Mother's Day. Order beforehand (by April 27th) and pick up Friday the 6th. Sarah Wieland and Sue know flower farmers. They will coordinate.

D. Communications and Technology

1. Website updates and [info@harmonyark.org](mailto:info@harmonyark.org) check-in
2. Set date for next e-blast. April 1st. Include
  - a) Tonight is meetup at the Union
  - b) ASAP: Volunteer Signups for 4 days of shows; "bring water bottles to fill up;" 4 days of baked goods, drinks. Sarah and Caitlin will coordinate sign ups, and ask Suzi to share via text with school. Goal is to send it on Monday 3/28.
  - c) Once we get official advice from CPA, we should have an announcement for the community about the tax situation. Can Lauren work on this? Needs to be included in the e-blast.
  - d) Mother's Day Bouquet signups (once ordering set up on our website).
  - e) May is Staff Appreciation Month; give us money because we have a lot planned.
3. Parent business feature in April? Andrew Britts. Choose business features for May - perhaps Dan Jahns/Monte Rio Theater? Women?

E. Events

1. Spring Play - April 7, 8, 9. coordinating box office and concessions (snacks and drink). We can sell T-shirts, hoodies? Sarah and Caitlin will oversee. We need sign ups for volunteers: baked goods, donate drinks, what about Mark Weiss? Caitlin will email Elizabeth.
2. Reading Week in mid-April, Field Day at the end of the year. Color Run?
3. Book Fair—not counting on this. Is Kandi going to do this?
4. Staff Appreciation - Thursday May 6th. Staff count from Suzi. Sarah will reach out to Hazel and Caitlin is asking Jamila. Then we can send the menu order form in late April. Also, flower bouquets on Friday 5/7. **Wildflour bread and coffee Monday morning that week.**

F. Community Building

1. April 1 parent night at the Union.
2. Set another April or May all-school playdate or event like a weekend hike.
3. Harmony Walks - move to bi-monthly?

II. Special Topics—

- A. T-shirts: Eloisa is here to chat about more shirt sale options. Hoodies too. Sarah will share the link via email and they will take it from there.
- B. Eloisa happy to take on the Facebook page. We need to share PW with her.

III. Other Voting/Approvals

**IV. Next Meeting - set a date and location.**

ADDENDUM:

Email conversation attached below, details how the communication has unfolded in recent weeks over the mystery of our 2019 bookkeeping. It's in reverse chronological order, FYI.

"from: Caitlin O'Neill <[catalina.oneill@gmail.com](mailto:catalina.oneill@gmail.com)>

to: Marni Davis <marni.r.davis@gmail.com>

cc: Beverly Hanson <hansonbev@gmail.com>, Harmony Ark <info@harmonyark.org>, Board Members <board-members@harmonyark.org>, Sue Davis <suedavis306@gmail.com>

date: Mar 18, 2022, 11:48 AM

subject: Re: Hi and shARK books

mailed-by: gmail.com

Hi everyone. I'm so sorry that this isn't being resolved in an easier fashion.

Based on the meeting yesterday, this is how we are moving forward.

1. I will copy this email conversation into an addendum to our most recent board meeting, so we have a record of our due diligence.
2. We are contacting the CPA to get official word on how we proceed with notifying all our 2021 donors, as to how they should proceed with filing their taxes. This is time sensitive.
3. We will start drafting a letter to the community, explaining a bit about what has unfolded and how we've been trying to resolve this.
4. We will move forward without expecting a reply from past officers on this matter, as this is just the reality of what's happening.
5. Kandi and Marni are meeting with RCU to try to unscramble some of the mysteries. I'm sure they'll communicate what they learn back to Sue and the rest of the board.

I want to thank those of you who've spent countless hours trying to figure out what is going on with our books, namely Sue and Marni. You are amazing.

Onward! Have a great Spring Break.

Caitlin

On Tue, Mar 8, 2022 at 11:26 AM Marni Davis <marni.r.davis@gmail.com> wrote:

Good morning, Bev,

I wanted to check in and see if you were able to review the list of uncleared deposits. When would be a good time to talk?

Thanks so much,  
Marni

On Thu, Mar 3, 2022 at 7:01 AM Sue Davis <suedavis306@gmail.com> wrote:

Hi Again-

I don't have time at the moment to get into too much detail so I'll write more later.

I attached a list of uncleared deposits. As you will see, these are registered in QB as RCU; however, they are not matching up to the bank statements.

I made some notes for the bookkeeper in the column to the right.

After looking at bank statements and these entries, my initial thought is that you added these to QB in order to create reports instead of entering exact transactions. Is this correct to assume?

I say this because if you look at the close out doc from the auction it says we raised \$15,300 from Bidding for Good. And I see \$15,300 in this doc too. However, the \$15,300 here is entered into RCU chart of accounts in QB but the Bidding For Good/Greater Giving deposits from the auction went into Westmerica. I know this because I found it on bank statements. I can connect more tomorrow but in the meantime please look through this list and let me know what you think. As I mentioned before, all of these deposits are uncleared in QB RCU.

Thanks

On Thu, Mar 3, 2022 at 6:34 AM Sue Davis <suedavis306@gmail.com> wrote:

Hi Bev, thanks so much for your reply.

I will email you a list of uncleared QB transaction to see if it jogs your memory. I'm traveling today so I won't be as available, but I can connect more tomorrow.

Marni, if you're at your computer today, could you send the list to Bev? Please cc me and I can chime in when I get to my computer.

Thanks!

Sue

Sent from my iPhone

On Mar 3, 2022, at 4:28 AM, Beverly Hanson <hansonbev@gmail.com> wrote:

Sue,

I am just seeing this email, with our new baby I have not been focusing on much other than our family.

I may be able to help but will probably need to see what your questions are.

Frontstream and bidding for good are one in the same. If I remember correctly they are within the same program but have different functions in the system. I do not remember what the exact fees were but they were quite high.

If you have time to show me what entries are not matching I may be able to explain. The auction stuff was confusing in the prior years as well, it has never been organized by transaction because of how it gets paid and closed out.

On Tue, Mar 1, 2022, 12:37 PM Marni Davis <marni.r.davis@gmail.com> wrote:

Sue, thank you so much for sharing this update.

I plan on reaching out to Matthew and Stacy at the end of the week. I will communicate where we are at and let them know about the set back in our progress. We were hoping to be able to complete this and put it behind us. But the delay means we won't be able to reinstate our non-profit status in time to fundraise this year with an auction, and thus won't be contributing our full pledge to the school.

Bev - any amount of assistance you can provide would be greatly appreciated. When you resigned from the treasurer position you had said you would be available to help clean up the books. While we are not requesting this, even 10-15 minutes with you on the phone would likely save the Salmon Creek Harmony ARK Educational Foundation countless hours of time on our end trying to piece all these loose ends together. The sooner we wrap this up, the sooner we move forward for our children and community.

Thank you,  
Marni

On Tue, Mar 1, 2022 at 8:55 AM Sue Davis <suedavis306@gmail.com> wrote:

No, not precisely. Bev has not responded. Essentially, we're on the long slow path and going transaction by transaction and entry by entry.

I had a meeting with the bookkeeper yesterday where I advised her to cancel many of the QB entries and just go by the bank statements.

That being said, though, we're still trying to track these uncleared QB transactions to see where they ended up. This is definitely very time consuming and a response from Bev could make all the difference.

Our next move is to go to the RCU bank and request a detailed register of all deposits in 2019/2020 to determine which are cash and which are checks, and then subsequently break these down and categories them in QB according to the classifications, to the best of our knowledge. Unfortunately it's pretty messy and we want to be diligent, as much as possible, in cleaning it up, especially to ensure all monies are accounted for.

On Tue, Mar 1, 2022 at 6:46 AM Caitlin O'Neill <catalina.oneill@gmail.com> wrote:

Hi Sue and all, we you able to get the answers to your questions?

Here's to clearing this up, once and for all!

Caitlin

On Sat, Feb 26, 2022 at 9:34 AM Harmony Ark <info@harmonyark.org> wrote:

Hi Again-

I was able to find deposit transactions from Greater Giving in WestAmerica statements that appear to me to be from the 2019 auction. Is this an accurate assumption?

Is it also accurate to assume that many QB entries were created for the sake of running reports rather than specific banking transactions?

We are finding many entries that do not add up and it's causing confusion to the bookkeeper and extra time and energy from the board.

It would be great to hear a brief explanation of your bookkeeping practices and any related issues that you know exist so that we can swiftly navigate this arduous process of reconciliation.

Thank you Bev and hope you and baby are feeling well!

Sue

On Thu, Feb 24, 2022 at 4:20 PM Sue Davis <suedavis306@gmail.com> wrote:  
Hi Bev-

I hope this email finds you well. I hear you're having a baby, congratulations!!

As you know, we've hired a bookkeeper to get us caught up so we can get taxes filed and restore our 501c3 status.

I'm sorry to reach out to you about shARK books during your maternity leave but we are at a bit of a standstill at the moment and need your help.

First, we cannot seem to locate the \$15,300 Bidding for Good revenue from the 2019 auction funds and I'm hoping with your help we can quickly sort this out. Did we get paid in check(s) or electronic transfers? Were there multiple transactions? Does Bidding For Good and Frontstream work together? Please explain how their relationship works and what you recall the associated fees were.

Second, entries regarding the auction were made in Quickbooks but they do not align with deposits into the bank account. I was able to find the Close Out auction doc you created in google drive to see how the auction income and expenses were broken down. However, since it's not aligning with banking activity, I'm wondering how to account for these and if there's an explanation for sorting through this that will save us time.

I would appreciate your reply and assistance with closing these bookkeeping gaps. We are eager to plan our 2022 auction but feel like we cannot in good conscience do so until our books and accounting is complete.

Thanks for your help! And well wishes to you and your growing family.

All my best,

Sue and the Ark Board