

Board Finance Committee

Thursday, September 11, 2025



2023-2028 Agency Goals

- #1 – Creating a high-quality learning experience for all
- #2 – Operationalizing systems that engage and empower communities
- #3 – Building a culturally responsive workforce

MESD Board Equity Lens-<https://www.multnomahesd.org/board-equity.html>

The meeting was called to order at 1:00 p.m. p.m. on Thursday, September 11, 2025.

1. CALL TO ORDER

Present: Susie Jones-Committee Chair
Renee Anderson, Board member
Jessica Arzate- Board member

Administration: Doana Anderson- Chief Financial Officer
Jamie Campos-
Heather Severns-Board Secretary

Guests: None

Key Points & Decisions

- Financial status (preliminary FY end through June 30): All funds in legal compliance; audit in progress; no concerning trends noted beyond planned use of fund balance with efforts to keep costs flat and reduce future drawdown.
- Audit timeline: Field work complete; ~80% of auditor requests submitted. Target presentation: by November Regular Session.
- Scholarship fund: Current BottleDrop balance ~\$179.65; BottleDrop has contributed ~\$930 since 2022. Donations (Board & staff) were the primary driver of last year's awards.
- Board fundraising posture: Committee reaffirmed preference for direct board-led fundraising (100% participation; no minimum amount) over prior OSBA "Promise" model.

- Working agreements: Reviewed and accepted by consensus (informal—no vote required).
 - Scholarship selection criteria (categories for year-round vs. summer participation): Defer to March discussion.
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Action Items

- Heather
 - Pull BottleDrop transaction history and estimate average monthly intake; share with committee.
 - Email board with participation options; place blue bags (with stickers) at front desk for pickup.
 - Confirm BottleDrop bag-limit rules for blue nonprofit bags vs. green bags and report back.
- Doana
 - Provide summary of BottleDrop totals & quarterly trends (to date + going forward).
 - Continue compiling year-end financial statements and coordinate with auditors for November presentation.
- Jamie
 - Coordinate with grant/contract manager to identify potential funders (corporate/community investment) and flag procurement/eligibility constraints (e.g., E-Rate, vendor conflicts, 501(c)(3) requirements).
 - Report back on roadblocks + recommended funder targets.
- Jessica
 - Draft a one-page “How to support the Scholarship Fund” (board & community version): BottleDrop (bags, site collection), house parties/events, direct gifts, outreach to local businesses; include talking points.
- Susie
 - Highlight scholarship fundraising under the Finance Committee report at the next Regular Session.

- Marifer
 - Add scholarship promotion + new participation ideas to staff newsletters.
- All Board Members
 - Renew 100% participation commitment (donations and/or BottleDrop/hosted activities); begin outreach to personal networks and local businesses.

Target dates:

- Items for next Regular Session (Tuesday night): Susie's highlight; Heather's board email & bags; a draft of Jessica's one-pager (v1); Marifer newsletter blurb.
- Audit presentation: by November Regular Session.
- Scholarship criteria discussion: March.

Notable Discussion & Ideas

- BottleDrop scaling: Explore college football tailgate collection days to boost volume (verify bag-limit policies first).
- Corporate/community funding: Consider Pacific Power and similar corporate community-investment programs; avoid conflicts with existing MESD grants/vendors.
- Coordination guardrails: Maintain a do-not-contact list of funders already supporting MESD programs to prevent conflicts.

Next Steps (Quick Checklist)

- Heather: monthly BottleDrop estimate + bag-limit confirmation
- Jessica: one-pager (v1) for board/community
- Susie: Finance Committee scholarship mention at Regular Session
- Marifer: newsletter insert with "how to help" actions
- Doana: BottleDrop trendline + continue audit book
- Jamie: funder prospects + procurement constraints memo

Adjourn

There being no further discussion, the meeting was adjourned at 1:32 p.m. The next meeting of the Finance Committee will take place October 9 at 1:00 p.m.

Respectfully submitted,

Heather Severns
Executive Assistant/Board Secretary