



Foundation Board of Trustees Meeting
Monday, May 18, 2015
4:30 p.m. Seminar Room

Members Present: Tom Allen, George Marin, Steve Seu, Art Levinowitz, Roseann Nyiri, Gary Felmey, Linda Heiberger

EASTERN Staff Present: Amy Shields, Joe Greb, Irene Dickinson

1. Meeting was called to order at 4:45 p.m. by George Marin

2. **Review and Approval of Minutes – April 27, 2015**

George asked for a motion to approve the minutes. Art Levinowitz made the motion to approve and Roseann Nyiri seconded the motion. The minutes were unanimously approved.

3. **Approval of Financial Reports**

There were no new bills per Irene Dickinson. There will be some bills presented in conjunction with awards at the June meeting. Irene noted that the Kohl's check for \$500 and the Kiwanis check for \$300 have also been deposited.

A motion to approve the financial statement was made by Roseann Nyiri and seconded by Tom Allen. The financial reports were unanimously approved.

4. **Review and Refine Foundation Fundraiser Plan of Work**

Steve Seu noted that he, Tom Allen, and Linda Heiberger met with a representative from Without A Cue Productions and reviewed the space in the construction bay.

Tom Allen agreed to follow-up on table placement in the construction bay.

George asked how we will register for the event. Linda noted that the registration form will be sent out with the invitation. It will also be emailed to parents, sent via social media and promoted on the cable access channels as per Linda's plan of work.

Linda asked Amy to check in with the Laroche family to see if they will have a table specifically for the Christopher Laroche Memorial Award this year.

Linda asked Amy to check in with Nicole Mohrey on the artwork for the invite and program booklets. We could use the same design and just to update "2013" to "2015" and remove the "Sixth Annual." Amy placed the live work requests on 5/21/15 for the invite, program booklet, and auction booklet cover.

5. **Greater Giving Software**

Steve noted that online Auction pay is part of our contract for no additional cost. Credit card processing fees apply to both online and the card readers – so there will be no difference.

Steve asked for other Foundation Board members to volunteer to assist with data entry for the auction.

Irene Dickinson asked if a motion could be made to approve paying the annual \$250 fee for the Greater Giving software when the bill arrives (typically each August).

Dr. Seu made the motion, and George Marin seconded. The motion was unanimously approved.

6. Loan to Culinary Arts

Irene noted that the event was successful. A final net profit has not been determined, however, Irene confirmed that they are good to return the \$1,000 used to purchase the knives for the junior awards. Amy will let the Foundation know once the funds have been deposited back into the Foundation account.

7. New Business

- Steve Seu made the following motion regarding **award donors who have checks that arrive after Awards Night:**
If a sponsor of an award who has participated in the past agrees to continue the award at a specific amount for the current year, the Business Office is authorized to issue the award check from Foundation funds in the event that donor's check does not arrive in time for the annual Awards Night program. The status of such payments will be reported to the Foundation Board at its regularly scheduled meeting.

George Marin seconded this motion. The Foundation Board unanimously approved this motion.

- **Foundation High Achievement Award** – Steve noted that another teacher has inquired about making an exception to the award criteria. Steve noted that the Foundation and the school have always relied upon the Student Recognition Committee to help guide the Foundation in developing criteria. The original criteria for this award were derived from suggestions from the Student Recognition Committee. The Foundation Board will receive any recommendations from the Student Recognition Committee with respect to awards. Steve added that recommendation should be made early in the awards planning process. Steve made the following official motion:
For recommendations regarding award criteria, the Student Recognition Committee is required to make a formal request for change and submit it to the Foundation Board for review and decision. Roseann Nyiri seconded this motion. The motion was unanimously approved.

8. Meeting Dates: (all meetings are held at 4:30 p.m. at EASTERN)

- **May 27** is Awards Night at Upper Moreland High School - 7 p.m.
- June 22, 2014
- July 27, 2015
- August 24, 2015
- September 28, 2015
- October 26, 2015
- November 6, 2015 – Foundation Fundraiser
- November 23, 2015