



Foundation Board of Trustees Meeting

Monday, August 24, 2015

4:30 p.m. Seminar Room

Members Present: Tom Allen, George Marin, Steve Seu, Linda Heiberger, Patricia MacDonald, Chris McDermott, Cindy Rotelle, Roseann Nyiri

EASTERN Staff Present: Amy Shields, Joe Greb

1. Meeting was called to order at 4:45 p.m. by George Marin
2. **Review and Approval of Minutes – July 27, 2015**
George asked for a motion to approve the minutes. *Cindy Rotelle made the motion to approve and Roseann Nyiri seconded the motion. The minutes were unanimously approved.*
3. **Approval of Financial Reports**
The Foundation Board voted to accept the financial reports as submitted.
4. **Foundation Auction/Murder Mystery Plan of Work**
 - In reviewing the plan of work, the Foundation Board agreed to change the invitation send date to Oct. 6, 2015.
 - Tom Allen noted that we will be able to change the outside sign in one week. We are currently seeking substitute teachers.
 - Deb O'Brien will follow up with vendors who have contributed or placed an ad in the past once our spreadsheet is complete. Tom Allen asked Amy Shields to ask Deb if she is willing to assist again as she has in past years.
 - Roseann Nyiri, George Marin, and Steve Seu will do the Greater Giving software data entry. George suggested creating a spreadsheet of donations that we can all access to keep from duplicating work. Tom Allen spoke to the TMS department and they are working on a solution.
 - Steve Seu asked if there is a computer in the Foundation office. Amy confirmed on 8/26/15 with Joni that there is computer for Foundation use.

5. Revisit Straight A Award

George Marin made the motion for the Foundation to fund a \$100 Straight A award to align with Perfect Attendance. Chris McDermott seconded the motion. It was unanimously approved.

The Foundation Board also agreed to leave the Foundation Award for High Achievement as-is.

6. Review Foundation Award Plan

Steve reviewed the 11/18/13 minutes where the Foundation agreed to use Jim Hessinger's proposal as a template going forward. Regardless of what remains in the dedicated account, we will still track donations. One or more of the main Foundation awards could eventually be funded out of the general fund.

The numbers that Jim Hessinger used to create this plan have changes, and Steve noted that we need to use actual figures.

Chris McDermott agreed to sit down with Irene Dickinson and Steve Seu to plug in the real numbers and update June 30 balances. Steve noted that the Straight A award needs to be added to the spreadsheet.

7. **Membership**

Gary Felmey and Karen Wiley Sandler are up for renewal. Amy will follow-up with Gary, and Tom Allen will follow-up with Karen.

The Foundation agreed to move the following members to Volunteers, opening up three seats on the Board:

John Dougherty
Pat MacDonald
Mark Medvesky

Tom will ask Ken Roos, EASTERN's solicitor, for someone from his office to volunteer on the Board.

Steve asked if we could recommend a former student. Amy agreed to ask Nicole McDonnell, a former student and EASTERN's new Culinary Arts Aide.

Joe Greb agreed to look for interested OAC members.

8. **Demo of Country Fair Games – Linda Heiberger**

Linda Heiberger recruited some Foundation Board members to demonstrate some of the Country Fair games. The Foundation Board agreed that it will be 1 ticket to play a game, and participants will receive 3 tickets if they win.

9. **New Business**

Sales Tax Exempt Status – Amy agreed to check into the status.

Giant A+ Rewards – Steve asked Amy to send his email template to faculty and Foundation Board members with the new Giant A+ letter.

Chris also recommended sending the letter to Bill Dixon to put out in his office.

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

- September 28, 2015
- October 26, 2015
- November 6, 2015 – Foundation Fundraiser
- November 23, 2015