



Foundation Board of Trustees Meeting

Monday, September 28, 2015

4:30 p.m. Seminar Room

Members Present: Tom Allen, George Marin, Steve Seu, Linda Heiberger, Art Levinowitz, Gary Felme

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 – August 24, 2015**

George Marin asked for a motion to approve the minutes. *Steve Seu made the motion to approve and Tom Allen seconded the motion. The minutes were unanimously approved.*

3. **Approval of Financial Reports**

Irene Dickinson noted that the Foundation currently has \$205,000. She also noted that our Form 990 will be ready for signatures on October 26. This will reflect the numbers as of June 30, 2015.

The Foundation Board voted to accept the financial reports as submitted. Steve made the motion and Linda Heiberger seconded the motion. The financial reports were unanimously approved.

The Foundation Board voted to approve the Client Link mailing. Steve made the motion, and George seconded the motion. The bill for mailing was unanimously approved to be paid.

4. **Foundation Auction/Murder Mystery Plan of Work**

- Amy Shields was asked to book the Seminar Room for the auction, and place a work request for tables to be set up around the exterior.
- Amy was asked to place a work request for the coatrack to be placed in Room 146 for the Auction.
- Linda Heiberger noted that the floor plan/map in the Auction Ad Book needs to be updated with changes to Item Distribution Center, and the location of the Murder Mystery – which will be held in the Construction Bay this year.
- The Foundation board made updates to the Foundation invite.
- Amy Shields and Joe Greb were asked to inform Eileen Cianculli about the use of the MCIU room and tables for packaging Foundation items for the auction.
- Linda Heiberger will be here Oct. 14 to work with the SkillsUSA students on Country Fair games
- Amy will develop a draft email for Joe Greb to review concerning the discounted rate to staff and OAC members -- \$60 for a couple.
- Linda Heiberger asked Amy to make sure that a description of the games are included in the program booklet.
- Steve asked Amy to see if Matt Conard will be donating his shore house as an auction item.

5. **Membership**

- Gary Felme has agreed to stay on for another term.
- Mark Medvesky has officially resigned via a letter dated September 23, 2015.
- Amy reported that she spoke with Nicole McDonnell, EASTERN's new Culinary Arts Aide, and she is willing to be a volunteer when needed, but is unable to dedicate the time as an actual Foundation member.
- John Dougherty moved to Maine, but would like to remain a volunteer.
- Patricia MacDonald will not renew her membership at the end of October.

- George Marin noted the need to get OAC's more involved. Joe Greb added that he will put the Foundation on the OAC Chairpersons meeting agenda.
- Tom Allen noted that he spoke with Karen Wiley Sandler about a potential replacement for her on the Foundation once she retires. She feels strongly about finding a fund raising expert to fill her spot and is currently working on this for the Foundation Board.
- George and Steve asked Tom to inquire as to whether Susan Hoffman can begin her term early to fill the place of Earl Saurman.
- Tom Allen agreed to reach out to a former student who currently worked at Wordsworth – Jenna Hoffmaster.
- Tom Allen noted that Silvia Diaz from Wisler Pearlstine has volunteered to be an official Foundation member. This would be a replacement for Mark Medvesky.
 - Steve made the motion to add Silvia Diaz to the Foundation Board. Tom Allen seconded the motion. The motion was unanimously approved.

6. Sales Tax Exempt Status – Irene Dickinson and Amy Shields

Irene and Amy explained that our part of the process is complete. George asked Amy to follow up with our contact at the Department of Revenue. Steve noted that this will be important once we start purchasing tools of the trade for Award winners.

7. Parents Night –Giant A+ Rewards

Linda Heiberger and Roseann Nyiri, along with EASTERN faculty, obtained 48 new Giant A+ registrations.

Steve asked Amy if Office Management students could input the Giant A+ Reward sheets. Amy agreed to check with Erin Derby, the Office Management instructor.

8. Update on Shared Spreadsheet

Amy is working with Joni Seth on this.

Steve noted that he will re-load the auction properly in the Greater Giving software.

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

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