



Foundation Board of Trustees Meeting
Monday, November 23, 2015
4:30 p.m. Seminar Room

Members Present: Tom Allen, Steve Seu, George Marin, Linda Heiberger, Gary Felmey, Silvia Diaz, Roseann Nyiri.

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 – October 26, 2015**
George Marin asked for a motion to approve the minutes. Linda Heiberger made the motion to approve, and Silvia Diaz seconded the motion. The motion was unanimously approved by all members present. Amy sent send out Minutes to entire board for approval making it unanimous.
3. **Approval of Financial Reports**
List of bills – Gary Felmey made the motion to approve. Linda Heiberger seconded the motion. The motion was unanimously approved by all members present. Amy sent send out the financial reports to entire board for approval making it unanimous.
4. **Report on Employee Contribution Campaign**
Amy Shields noted that EASTERN had 100 percent employee participation, for a total \$4,475.00.
5. **Report on November 6, 2015 Auction. Murder Mystery Fundraiser**
On November 6, 2015 from 6 – 9 p.m., the EASTERN Foundation held a Silent Auction/Murder Mystery Fundraiser to benefit student awards. One hundred and thirteen guests attended the event, which raised a net profit of \$8,267.10. Of the net profit, \$2,532 was earmarked for the Christopher Laroche Memorial Award, and \$118 for the Rob Eberz Memorial Award. The Foundation general fund retained \$5,617.10.

Steve noted that this is the least amount we have made since we started having these auction fundraisers, and that we will most likely need to eat into the reserve this year. He suggested we try to find businesses to sponsor the Foundation. Irene Dickinson said she would speak to her contact at TD Bank.

Roseann suggested holding a meeting dedicated to brainstorming new ways to raise money. She suggested the March 31 meeting at Mike's Bar and Grill before our happy hour/meal fundraiser.

Steve noted that expenses for the mail house have increased since our database has increased. He suggested a purge of the database if that person has donated since 2012.

The Foundation Board members agreed to NOT hold a mini auction at this year's Open House.

Roseann suggested that we do some solicitation around the 50th anniversary. She suggested targeting alums, businesses that hire our students and vendors. Gary Felmey asked what we could give them in return.

The Board decided to work on the following:

- 1) Create a well-crafted letter to the parents of all alums that graduated each year, even if they didn't receive an award to be sent out in June.
- 2) Create a database of companies that hired our co-op students
- 3) We could offer a special luncheon for donors

6. **Future Fundraisers**

Amy noted that she booked Mike's Bar and Grill for Thursday, March 31 from 5 – 8 p.m. for our next happy hour/meal fundraiser. Amy will send tickets out closer to the event.

Linda asked Amy to contact the Olive Garden, as they also have a night where they donate a portion of the proceeds to a charitable organization.

7. **Awards Night Approval**

Steve noted that the schedule is set, and that Art Levinowitz will mention that Foundation in his opening remarks.

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

- March 31, 2016 – 4 p.m. at Mike's Bar and Grill
- April 25, 2016 – 4:30 p.m.
- May 25, 2016 – Awards Night at 7 p.m.
- June 20, 2016 – 4:30 p.m.