

PEF MINUTES – JUNE 26, 2013

MEETING CALLED TO ORDER AT: 7:09 AM

LOCATION: SUPERINTENDENT'S CONFERENCE ROOM

CALLED TO ORDER BY: Rebecca Carter-Beeson, Chairperson

PRESENT:

Rebecca Carter-Beeson

Jay Dunseth

Dennis Ishmael

Rosemary Carlson

DR. LETT

ABSENT:

Al Stupek

Rhonda Weideman

Jim Downs

Jim arrived at 7:20.

SUPERINTENDENT: PRESENT

VISITING BOARD MEMBER: BILL BEYERS

APPROVAL OF MINUTES:

A motion to accept the May 15, 2013 PEF minutes was made by Jay Dunseth and seconded by Dennis Ishmael. All were in favor.

TREASURER'S REPORT:

Presented by Jim Downs - The balance at the end of May, 2013 was \$90,596.64 – this number varies from the Account List by \$250.00 due to a scholarship check that has not cleared.

A bill from the Pana School District #8 was presented. The total due is \$50,707.44. This bill includes all mini-grants of school year 2012-2013, pencils for the 2012 Labor Day Parade, rewards resulting from mini-grants. The monies to be used will be from the Website/DVDs account, some from the Scoring For Education account and the PEF Regular account.

It was mentioned that we would like to see the maturity or roll-over date of the CDs on the Account List. The CDs are currently set up to automatically roll-over.

Jim is going to speak with Heather in regards to the Munzenmaier split of monies so we can see a line item of where the monies are on the Account List. Heather has done a great job with the Account List – makes things easier to read.

Jim is to write a check to the Pana High School Activity Fund of \$1,000.00 because the check for the Max and Zona Zarr Scholarship was inadvertently written to the PEF instead of the High School.

A motion to accept and pay the bills as presented was made by Dennis Ishmael and seconded by Bill Beyers. All were in favor.

COMMITTEE REPORTS:

Scholarship Committee:

- Butterfield Scholarship was \$3,500.00
- Munzenmaier Scholarship was \$2,000.00
- PEF Scholarship was \$250.00 per semester

Courtyard Committee: Tabled

Mini-Grant Committee:

- The Mini-Grant Presentation was made by Rebecca Carter-Beeson at the Teacher's Institute. Mini-grant applications are due October 1, 2013. All pictures of the Mini-Grant recipients for 2012-2013 school -year have all been submitted to Dr. Lett. Dr. Lett is finalizing sub-captions for the pictures and will forward to the Pana News.

Publicity Committee:

- Mini-grant recipient's photos have been appearing in the Pana News and more to be forwarded to them. Dr. Lett is taking care of that.
- It is believed that Memorials coming to the Foundation have increased due to more awareness of the Pana Educational Foundation by people.

- Donor letters and certificates are not going out in a timely manner. We have received complaints in regards to the lateness of the letters. It has been discussed that possibly a part-time employee of the district would be able to assist the Foundation in this matter. Dr. Lett reported that the Financial Committee will meet mid-July and hopefully approve an extra 10 hours per week to a part-time employee. Not all 10 hours/week will be given to the Foundation. It is approximated at 2-3 hours per week, when deemed, will be provided by the District to the PEF. Concentrations by the part-time employee for the Foundation will be to stay on top of getting the Donor letters and certificates out in a timely manner. A letter will accompany the Donor letters that are currently past due and will state that the PEF apologizes for the delay in sending this letter of "Thank You" due to a transition period we experienced. We have developed a new plan and our Donors will be receiving timely letters of "Thank You" in the near future. Another concentration will be to get the "Board of Donors" at the High School updated and keeping it up to date. We also need to have a calendar of timelines and other events of the Foundation created and kept up to date. This person will also assist with other Foundation needs, such as, the Newsletter.
- Fundraising efforts have provided the Foundation with \$1,000.00 - \$1,500.00 extra monies, in order to assist with the mini-grant program. The plan for the 2013-2014 school year will work like it did for the 2012-2013 school year in that we will hold a Fall raffle at the football games and the girls' volleyball games. The Board is to bring to the July meeting ideas on fundraisers for this school year.

NEW BUSINESS:

We held the Pana Educational Foundation annual meeting on Wednesday, 26, 2013 in the Superintendent's Conference Room.

- Slate of Officers – No election. Terms are still being served as previously appointed. Next year we will have re-appointments for the terms that will be ending.
- School Board person, Rosemary Carlson, has accepted to represent the School Board at the monthly Educational Foundation meetings with the announcement that Bill Beyers will be stepping down due to work conflicts. Bill Beyers; however, will continue to work with the Foundation on technology and other plans. Thank you Bill Beyers and welcome Rosemary and thank you for accepting this role.

NEXT REGULAR MONTHLY MEETING will be on Wednesday, July 17, 2013 at 7:00 am.

Rosemary Carlson made the Board aware that she will not be in attendance due to her son being married in Colorado!

Motion to adjourn was made by Dennis Ishmael and seconded by Jay Dunseth at 8:00 am. All were in favor.