

**Minutes of Pana Educational Foundation  
Fundraising Sub-Committee  
May 20, 2009**

*Lori Ade called the meeting to order. Members present: Lori Ade, Dr. Bill Beyers, Dave Dively, Dr. David Lett, Al Stupek, Becky Carter, Carol Schramm and Linda Dunseth.*

*The minutes of May 20, 2009 meeting were approved on motion by Al Stupek, seconded by Becky Carter. Motion carried.*

*Lori Ade reported she placed an advertisement in the Pana News requesting information from alumni. It appeared two times, but she did not receive one response. Lori also sent a request for information to her email addresses, but did not receive a response. A brief discussion followed and it was suggested perhaps we should check on addresses through facebook. Other ideas included First National Bank possibly putting this on their sign in front of the bank and also talking to Tom Phillips and getting his suggestions on the best way to advertise in the paper, perhaps in his commentary section or in letters to the editor. Carol Schramm will talk to Tom. Lori Ade will do some checking on facebook, and Linda Dunseth will also check her contacts through Facebook.*

*The committee viewed the Barrington Community Unit School district website for its content. This is the type of site Dr. Bill Beyers had envisioned for our district as well. Dr. Bill reported he is continuing to review Membergate and other software packages.*

*Dr. David Lett asked if the package/portfolio for the majors donors could be completed and we move forward in meeting with the major donors. A discussion followed regarding one particular prospective major donor and how best to contact him to present the courtyard project. It was agreed that individuals in the community who know this major donor should be contacted for their input in contacting this donor. Dr. Bill Beyers will contact those individuals. It was agreed a portfolio should be completed for this donor and he be contacted as soon as possible. Dr. Bill Beyers will gather the information for the portfolio and bring to the next meeting. The cost of the portfolios will be covered by the foundation.*

*Tom Morrell and Linda Dunseth will review the list of prospective major donors and present a list of 6 – 10 major donors for the committee to begin contacting.*

*Lori Ade reported she had e-mailed Gene Reed regarding Dr. Beyers videotaping the graduation, as a courtesy as Gene always takes pictures of school events. Lori said she did not hear from*

*him because he had computer problems, but that it appeared to be working again as she had received a number of e-mails from him today and would report at the next meeting.*

*Dr. Lett reported he will ask Tim Irvin from BLDD Architects to come to our next meeting and he will review the brochure and video and edit as needed.*

*Al Stupek has suggested the song "The Greatest Love of All" recently recorded by Whitney Houston, be used on the courtyard video. The words to the song are on the PEF Courtyard Blog.*

*The brochure was reviewed again by the committee and the following was suggested:*

- *Front Page: Move "Original design concept by" to the red section above "PHS Alumni*
- *Second page: Red section: Replace "will play host to..... by Envision the Possibilities*
- *Blue Section: Remove Envision the Possibilities and replace with "The Courtyard will play host to some of the community's most exciting events*
- *White section: Remove memorial and add Pana Education Foundation Courtyard Project*

*It was agreed the committee should begin to meet every two weeks at this time. The next meeting will be held from 7 a.m. – 8 a.m. on Thursday, July 23.*

*With no further business the meeting was adjourned at 7:08 pm*