

SouthWest Metro Educational Foundation

Board Meeting

Tuesday, January 23, 2018 4:30 PM

MINUTES

Present: John Weinand, Shannon Smith, Norma Timmons, William Thompson, Laurie Gauer, Lesley Chester, Michael Sokol (call in)

Guests: Jennifer Bock

Absent: Melissa Carlson, Joyce Eissinger, Stephanie Erickson, Ginger Gregory, Mary Hanson, Danelle Simenson, Sara Heitkamp, Darren Kermes

1. CALL TO ORDER

Presenter: Laurie Gauer

Meeting called to order by Laurie Gauer at 4:31pm

2. APPROVAL OF NOVEMBER MINUTES

Board Vote Needed

Presenter: Laurie Gauer

Board vote to approve November Minutes moved by John Weinand with Norma Timmons second, followed by unanimous vote.

 [SWMEF Board Minutes 11-28-17.docx](#)

3. FINANCE REPORT - APPROVAL OF DECEMBER FINANCIALS

Board Vote Needed

Presenter: Lesley Chester and John Weinand

Observed reporting issue on Balance Sheet by Class for the Fund a Need listing, Lesley Chester will follow up to resolve and review organizing scholarship fund reporting. Reserve fund is left untouched and is currently in good standing.

Board vote to approve December Financials moved by John Weinand with Norma Timmons second, followed by unanimous vote.

 [December 2017 Balance Sheet.pdf](#)

 [December 2017 Bank Rec Detail.pdf](#)

 [Nov-Dec 2017 I & E report.pdf](#)

 [Nov-Dec 2017 Profit by Class.xlsx](#)

 [Nov-Dec 2017 General Ledger.xlsx](#)

4. COMMITTEE UPDATES

Executive Committee - Laurier Gauer

The committee met prior to the board to discuss recruitment and the on-boarding process. Discussed May Board retreat for creating a 3-year strategic plan. Lesley Chester proposed sending out a survey to help shape the strategic plan prior to the retreat. The retreat date has been changed to May 19, Lesley will send out confirmation email.

Scholarship Committee - Lesley Chester

Last met in December and reviewed the scholarship application which has now gone live and is being distributed to students with a due date of March 9. The application is now available and can be completed completely online thanks to Jennifer Bock. Interviews will be April 10-12 from 8am-12pm. Reviewed scholarship renewals and requests to civic groups who are not currently funding a scholarship.

Gala and Fundraising - Lesley Chester

The committee will begin meeting again soon.

Mentoring Committee - Lesley Chester

Mentoring language has been added to the scholarship application. Lesley Chester will be coordinating with Anne Runck to schedule a meeting.

5. GALA DATE CHANGE DISCUSSION

Presenter: Lesley Chester

Per conversations and information shared by Darren Kermes, it is highly recommended that we change the date of the gala from October 26th to another date.

We are waiting for alternative dates from Hazeltine, including dates in September and November. We will need to look at the pros and cons of the dates to try to project the opportunity for the largest turnout.

Discussed numerous factors that affect attendance. Dates of consideration per Hazeltine availability are September 7 and 28, October 5, November 9, 10, or 24. Lesley will look into Oakridge and room rental fees. If there is a venue change, we will lose the Hazeltine down payment. Likely date at this time is October 5 to avoid school events and maximize attendance.

6. IMPORTANT DATES TO HAVE ON CALENDARS

Presenter: Laurie Gauer

Scholarship Application Submission Deadline: March 9

Scholarship Interviews: April 10-12 8am-12pm

Scholarship Awards Breakfast May 24

Board Strategic Planning Retreat - May 19

7. UPDATES FROM TEACHERS AND SCHOOL BOARD

Update from Teachers - Stephanie Erickson & Lesley Chester

Teacher's auction raised \$1,100 that will go towards a scholarship. Three students graduated from the ALC. One graduate from the Velocity program.

Update from School Board - John Weinand

School Board had their reorganization meeting where board and committee members remained in same positions. Audit results were reviewed and positive.

Update from District 288 Executive Director - Darren Kermes

8. OTHER

Presenter: Lesley Chester

Best Buy may be potential sponsor for future gala reported by Shannon Smith.

9. ADJOURN

Presenter: Laurie Gauer

January Board Meeting Adjourned at 5:36pm

Next Meeting is Tuesday, February 27th, 2018 at 4:30 pm