

Ellensburg School District Education Foundation
Meeting Minutes
8/21/03

The meeting was called to order at 4:30 p.m. in the Morgan library by Bob Titus.

Present were: Bob Titus, Mike McCloskey, Dick Wedin, Rebecca Bowers, Mike Leuvera, Doug Murphy, David Bowen

MINUTES:

There were no minutes from the last meeting.

TREASURER'S REPORT:

Dick distributed a financial statement from Richard showing a positive cash balance in all funds.

CORRESPONDENCE:

None

COMMITTEE REPORTS:

None

OLD BUSINESS:

Tile Sales Update:

- Approximately 75 tiles have been sold so far.
- We need to get brochures to Alan Walker who will include with his post reunion mailing.
- We were reminded that we need to set aside money from the sales of the tiles to pay for the engraving.
- A nice display has been created and is available in the Superintendent's office if you are making a presentation or attending an event
- Flyers have been created targeting reunions vs. graduating classes
- Kenedar's response letter needs some work to look more professional

Mini-grants:

- We now have some funds available to use to award grants
- Dick will share this information with the Ellensburg staff at their August 26 kick-off meeting.
- Applications will be available to staff in late September.
- It is the intent of the group to fund about \$2000 in grants in the first round.

Hedda Sharapan:

- Rebecca shared that the Sharapan event is still a go.
- Dick will also announce this at the kick-off meeting for the district employees
- The District has agreed to print and distribute flyers to students and staff
- We need to make arrangements to present to parent groups
- We will need to arrange to collect donations

NEW BUSINESS:

Letterhead:

- It was agreed that we need some professional letterhead for correspondence and tile-sales confirmations

- Bob got bids from The Copy Shop for letterhead and printed envelopes.
- Upon a motion by Mike and a second by Doug, it was agreed to purchase 2000 pieces of letterhead on "classic linen Ivory" and 2000 matching envelopes without printing, and a rubber stamp with our return address. The motion carried. Bob will take care of this.

Brochure:

- It was agreed that we should have a small supply of professional brochures for distribution to banks, CPAs, and financial planners.
- Bob will get a quote for 500 brochures by the next meeting.

OPEN DISCUSSION:

- Dick asked about whether we should consider to take 10% of all income to create an endowment.
- Dick also asked if we shouldn't charge a very small administrative fee (maybe 1%) to the other funds being managed by the Foundation.
- After discussion, it was agreed that we should look into this in the future, but that we should develop a budget first before making the decision.
- Bob will contact the finance committee to develop a budget before the next building.
- David shared that he had the opportunity to share information about the Foundation on KOHO radio recently and he also promoted the tile sales. The owner of the station has asked for more information about Foundation which David will get to him.

The next regular meeting will be Thursday, September 18.

Meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Michael P. McCloskey
Secretary