

Ellensburg School District Education Foundation

September 17, 2009

Present: Mary Gordon, Bob Titus, Richard Wachsmith, Paul Ferris, Cathy Bambrick

Meeting was unofficially called to order at 4:33 PM.

Alumni Website:

Mary Gordon presented the concept of an Alumni Website and proposed use of classcreator.com rather than school fusion (see attached handout). This site would cost the foundation \$90.00 a year. However, there is a referral bonus distributed which includes \$50.00 for each referral. The site provides a PayPal system, merchandise store, message forum and an administrator forum and has a very simple upload feature for pictures. Discussion incurred about the benefits of paying for a site rather than relying on volunteers to create and maintain a standalone site. Mary will continue to work on this project but received general approval to move forward with the concept. It was also suggested that we consider developing an alumni data collection system for use at graduation to capture the new graduates contact information for the site.

Scholarship Recognition Night:

Mary Gordon presented information about the Scholarship Night. She developed a scholarship night form that students could complete and submit as a process to ensure all recipients are recognized and to keep the information organized so no one is missed or left out the night of the event (see attached form). This form would be distributed and collected by the counselors. Discussion incurred about honoring the students that achieve top 10% in the state as well.

Paul Ferris cautioned about changing the program as people have expectations about the event. He also said that the best ideas for improving programs are from faculty and the community and he was certain Jeff Ellersick would be open to our suggestions. Discussion incurred about shortening the length of the event and improving the organization of the presentation. It was suggested that Mary, as a representative of the Foundation, meet with Jeff Ellersick to discuss honoring the students who achieve top 10% in the state, organization of the event including use of new forms and creation of a database to track the students and scholarships and possibly shortening the length of the presentation. She will also inquire about other support the Foundation can provide for the event.

Approval of Minutes:

There was not a quorum; Approval of minutes was moved to the next meeting.

Treasurer's Report:

Richard Wachsmith presented the financial report. There was not a quorum; Approval of the treasurer's report was moved to the next meeting.

Correspondence:

None

Committees:

Reports:

Allocation Committee

Members: Mary Gordon, Connie Dunnington

Report: None

Finance-Insurance Committee:

Members: Bob Titus, Richard Wachsmith, Dick Wedin

Update: The five subgroup's payments for insurance covered the costs of the insurance premium. The committee will be meeting in a month to plan the budget.

Fund Raising Committee: no update

Members: Celeste Torset

Report: need new members

Nominating Committee:

Members: Non listed

Report: No update

Public Relations Committee:

Members: David Bowen, Cathy Bambrick

Report: The committee met and discussed ideas for public relations activities including press releases and use of the website for informing the public about our activities. More will be presented at the next meeting.

EHS Scholarship Assistance Committee:

No Update

Legacy wall Committee:

Members: Kelly Quirk

Report: No Update

ESDEF Website Committee:

Members:

Report: No Update

Alumni Site Committee:

Members: Mary Gordon

Report: See above notes

Foundation Associations - Umbrella Organization:

New Business:

Time of meeting was discussed. Either the 1st or 3rd Wednesday at 4:30 PM would work better for the members in attendance. Cathy will send an email to determine if the 3rd Wednesday at 4:30 PM will work for all board members.

Old Business:

- A. Approval of the June 2009 Minutes
- B. Approval of the August 2009 Treasurer Report
- C. Mini grants
- D. Ream of letterhead
- E. Invite Nicole and Susan to meeting
- F. Link to foundation on district site
- G. Scholarship Fair Date
- H. Ellensburg School District grant application and writing process
- I. ESD Scholarship Night Process
- J. Recognition of top 10% of students in the state in conjunction with recognition of top 10% in the senior class

The next meeting is scheduled for October 20, 2009 4:30 PM at the School District Building unless the group votes to move the meeting to October 21, 2009, 4:30 PM at the School District Building.

Adjourned at 5:20 PM.

Respectfully submitted,

Cathy Bambrick

Ed Foundation

Alumni website • Mary Gordon

Paul Farris and Mary Gordon had a conversation in 2005 regarding the use of an annual newsletter to send to EHS Alumni. The purpose would be to update graduates regarding the many things happening at EHS. Donation forms would be included so alumni could support the school in a variety of ways. His alma mater had great success with this format.

At the time, we had just moved into the new school and Paul needed about \$5000 a year to maintain the new weight room (safety checks, replace worn equipment, etc.).

Currently, newsletters are still used but much cheaper and easily done in a web format.

I am the administrator on a class website hosted through classcreator.com and have had great success. It's obviously aimed at my graduating class of 1979, but many of the principles remain the same. I have flashback pages, what's happening pages, etc. This company does nothing but high school and college alumni sites (aimed at reunion planning) and the growth in the last six months has been incredible. They have built a great system with their administrators and have feedback forums for anything needed. Any problem I've reported or suggestion I've had has been dealt with within 24 hours. If they like your suggestion and it can work, they just program it in for everyone to use.

Classcreator also has the capability for Pay Pal, a built in store, etc. There is a fee deducted for Pay Pal just like any credit card.

Our School Fusion program used by the district could work for an alumni site, but it would be much more limited. Although free for us, it would be difficult to do the things we want to do.

I would be willing to administer the Class creator site for our alumni use for free, and it would cost the Foundation just under \$100 a year. Purchasing for 5 years is even cheaper. There is also the capability to have multiple administrators. Check it out at classcreator.com.

I've spoken with Joanne Fevegeon, EHS School Store Coordinator, and she is very willing to work with us regarding the sale of EHS merchandise.

Questions:

1. **Do we need Board approval to accept donations?**
2. **How would our donations be organized?** I'm picturing something like United Way where a person could specify a group, club or area with their donations, including a grade school or Morgan. We would have to keep that organized and fund the correct areas (administrative work on our end). Categories couldn't get too specific- for example 'athletics' could be a choice, but not 'women's soccer'. The website could report on the fabulous things done with the money raised.
3. **How do we work the merchandise part?** Do we offer the items on the website, and let the EHS school store kids do the work with ordering and shipping, and give them the money? Do we keep a cut?
4. **Should there be a minimum donation, say \$25?** There will be about a 4% deduction for the credit card company and Pay Pal together.
5. The website will be aimed at EHS graduates, but **should we include links for the grade schools and Morgan** to make sure our donations can reach the entire district? How do we create our categories?
6. Other questions?

**Ellensburg High School
Senior Scholarship Recognition
Confirmation of Earned Awards and Scholarships**

Date _____

Student Name _____

College Attending _____

Awards/Scholarships earned and amounts (you may list more than one on this sheet)

Please attach a **copy of any paperwork** you've received for the award/scholarship so we may be sure to get the wording and information correct. Do not give us the originals, just a copy.

This form and all paperwork should be received in the Counseling Office by **Friday, May 21, 2010** to be included in the program for Scholarship Night or Graduation.

Student Signature _____

Contact phone _____

Email _____

Ellensburg School District Education Foundation

Restricted Funds

	June - Aug 2009 <u>Actual</u>	8 months 2009 <u>Actual</u>
Cash Receipts		
Grants	\$0	\$0
Schaake strings music program	0	0
Cissell Music Scholarship	0	0
Lillquist scholarship	475	8,737
Wahle scholarship	50	50
EHS Senior Party 2009	0	0
Miscellaneous	0	0
Total Cash Receipts	<u>525</u>	<u>8,787</u>
Cash Disbursements		
Grants	0	0
Schaake strings music program	0	6,487
Cissell Music Scholarship	1,000	1,000
Lillquist scholarship	0	465
Mt Stuart Outdoor Nature Study Area	0	0
EHS Senior Party	0	0
Admin fee (1%) transferred to unrestricted	0	0
Miscellaneous	0	0
Total Cash Disbursements	<u>1,000</u>	<u>7,952</u>
Excess of Receipts over (Disbursements)	<u><u>-\$475</u></u>	835

Beginning Bank Balance - 1/1/09	56,146
Ending Bank Balance - 8/31/09	<u><u>\$56,981</u></u>

Detail of Restricted Funds	
Morgan Performing Arts Center	\$6,927
Morgan Middle School Special Education Technology	50
Mt Stuart Outdoor Nature Study Area	2,212
Excellence in education thru music	7,289
Schaake strings music program	8,377
Cissell Music Scholarship	5,222
Lillquist Scholarship	21,887
Wahle Scholarship	5,017
EHS Senior Party	0
Total Restricted Funds	<u><u>\$56,981</u></u>

Ellensburg School District Education Foundation

Unrestricted Funds

	June - Aug 2009 <u>Actual</u>	8 months 2009 <u>Actual</u>	Annual 2009 <u>Budget</u>	Variance
Cash Receipts				
Tile sales	\$730	\$1,055	\$1,800	-\$745
Donations	0	0	200	-200
Annual meeting	90	8,562	3,300	5,262
Insurance	800	1,000	1,000	0
Interest	166	490	750	-260
Admin fee on restricted funds (1%)	0	0	250	-250
Miscellaneous	0	0	100	-100
Total Cash Receipts	<u>1,786</u>	<u>11,107</u>	<u>7,400</u>	<u>3,707</u>
 Cash Disbursements				
Tile costs	956	956	1,250	294
Mini-grants	0	50	2,500	2,450
Special projects	0	670	1,000	330
Annual meeting	0	2,629	490	-2,139
Insurance	0	920	1,000	80
State / Federal filing fees	0	0	10	10
Supplies	0	41	200	159
Postage and post office box	0	42	250	208
Printing	717	808	300	-508
Website	0	35	150	115
Scholarship fair	0	0	150	150
Miscellaneous	0	0	100	100
Total Cash Disbursements	<u>1,673</u>	<u>6,151</u>	<u>7,400</u>	<u>1,249</u>
 Excess of Receipts over (Disbursements)	<u>\$113</u>	<u>4,956</u>	<u>\$0</u>	<u>\$4,956</u>
 Beginning Bank Balance - 1/1/09		<u>16,058</u>		
Ending Bank Balance - 8/31/09		<u>21,014</u>		
 Less Outstanding Obligations				
Mini-grants approved		236		
Special projects approved		5,000		
Tile cost (estimated @ \$40 each plus \$400)		0		
Total Outstanding Obligations		<u>5,236</u>		
 Net Unrestricted Funds Available - 8/31/09		<u>\$15,778</u>		