

Ellensburg School District Education Foundation

July Board Retreat - Wednesday, July 20th, 2016 – 5:00 pm – Rodeo City Barbeque

Board Member Attendance (PT=part-time):

<input checked="" type="checkbox"/> Michele Cawley	<input checked="" type="checkbox"/> Patti/ Jim Gylling	<input checked="" type="checkbox"/> Trish Perna
<input type="checkbox"/> Paul Farris	<input type="checkbox"/> Chelsey Loeffers	<input checked="" type="checkbox"/> Jeff Slothower
<input checked="" type="checkbox"/> Deborah Gauck	<input type="checkbox"/> John MacRae	<input type="checkbox"/> Dick Wedin
<input checked="" type="checkbox"/> Linda Graf	<input checked="" type="checkbox"/> Mike McCloskey	
<input checked="" type="checkbox"/> Mary Gordon	<input checked="" type="checkbox"/> Lowell Murphree	

Meeting was called to order – 5:10 pm by President Mike McCloskey

New members Linda Graf and Lowell Murphree were welcomed. Jack Clerf was a guest.

Other Education Foundations

Mike shared that he invited representatives for the education foundations of Kittitas, Cle Elum, Selah, Yakima, and Cascade. Only Kittitas was able to attend. Mike introduced Jack Clerf, president of the Kittitas Education Foundation. Some of the highlights of what Jack shared:

- The Kittitas Education Foundation was founded in 1982, but became inactive after a period
- Jack and Mrs. Clerf restarted the Foundation in the 1990s when they needed a vehicle to make a donation to the district.
- They meet 1-2 times per year
- Endowment currently at \$75,000, plus others have committed more
- They do not do an annual fundraiser, but their money comes from:
 - Tile wall in their secondary school
 - Payroll deduction
 - Brokerage deductions
 - Amazon Smile
 - Memorials
- They have a brochure which they distribute at reunions
- Mini-grants
 - They have given over \$70,000 in mini-grants over the years
 - Building administrators AND the superintendent present the grant requests on behalf of their staff members who submit the grants
 - Building administrators have the grant applications
 - Grants are awarded in the late fall, once per year, with all players at the table
- They have blank Thank You cards with their logo on them
- They include news items with the school district newsletter

There were many positive comments about the dialogue with Jack!

Mini Grant Approval

The board considered a mini-grant application from Don May for a replacement MacBook computer. There appeared to be a typo in the application and the board decided Mr. May was asking for \$2000, not \$200. The discussion surrounded whether or not the Technology Department would approve the request due to it not being a PC.

Michele moved and Jeff seconded to approve the request for \$2000 using the remaining money (\$904) from the music fund, and the remainder from the technology fund pending Technology Department approval. Carried.

Mike will notify Don May.

Survey Results

In-depth discussion about each of the survey questions. Some broad conclusions included:

- What are the specific expectations for board members?
- There should be back-ups trained for each major chair (Caring Cupboard, Scholarships, Treasurer)
- Making sure we have a well-rounded board (Jeff will contact Mark Larson to discern his plans for remaining/not remaining on the board)
- Other suggestions were to include someone from CWU. Some names discussed were:
 - Jeff Snedeker
 - Scott Wade
 - Maureen Rust
- Mini-grants and a desire to improve our procedures for awarding them
- Sending a board member to a conference each year
- Ways to improve partnerships with school board and administration
- Grant writing

Goal Setting

Based upon the discussions about the survey items, it was decided to set five major goals for the coming year:

1. Re-write the mini-grant program (**Jeff, Mike, Dick**)
2. Schedule time with school board to share about the Foundation (**Jeff, Linda to schedule and set discussion points**)
3. Grant Writing (**Deb, Lowell, Michele, Chelsey**)
 - a. Educate School Board/Administration/Staff about what the Foundation can offer
 - b. Schedule workshops and trainings on grant writing
4. Public Relations (**Trish, Michele**)
 - a. Refresh website
 - b. Write/distribute newsletter
 - c. Advertise Super Bowl Kick-off
 - d. First Day of School Staff Welcoming activity (Water bottles? Handout?)
 - e. Mid-year reminder to staff about Foundation
5. Develop procedure notebooks for major activities of the Foundation (**Mary will develop outline**)
 - a. Caring Cupboard
 - b. Unified Scholarship Program/ Scholarship Fair
 - c. Treasurer

Super Bowl Kick-off

Mary agreed to again chair WITH the assistance of ALL the board members. (THANK YOU, Mary!)

Secretary Duties

Due to the lack of a candidate for the office of secretary, we had previously decided that we would each take turns taking minutes. The schedule is as follows:

- **September 14*** - Mike McCloskey (NOTE – 2nd Wednesday) *One week later due to first day of school
- **October 5** - Deborah Gauck
- **November 2** - Mary Gordon
- **December 7** - Patti/Jim Gylling
- **January 4** – Michele Cawley
- **February 1** – Linda Graf
- **March 1** – Lowell Murphree
- **April 5** - Jeff Slothower
- **May 3** (Annual Meeting – Date may change) - Trish Perna
- **June 7** – John MacRae

Committee Sign-ups

Mike suggested that instead of having committee chairs at this time, we instead focus on our major goals as decided earlier.

Other

- Mike invited board members to be his guest at Lazy F fundraiser on September 25th from 4-6. He needs RSVPs by August 1. Dinner is free!
- Michele asked about updating the ESDEF Brochure. Mary has updates and will take care of it
- Michele suggested putting together an orientation for new board members. She will take the lead on this.

The meeting was adjourned at 8:15 pm.

Next meeting- 9/14/16.

Respectfully submitted,

Mike McCloskey
ESDEF President
Secretary pro-tem