



**Meeting of the Board of Directors
Minutes for June 6, 2022**

MEMBERS PRESENT:

DJ Wolbert, Amy Kinnon, Curran Dever, Jeff Zellner, Dan Macaulay, Kristen Grim, Michelle Kaschak, Erin Vermeulen, Courtney Boyle & Valerie Kile

Guests: Steve Prange

CALL TO ORDER/APPROVAL:

DJ called the meeting to order at 7:06 PM and requested any changes to the meeting agenda.

Approval of Agenda: *Jayson motioned to approve; Courtney seconded--the motion carried.*

Approval of the Minutes: *Val motioned to approve; Jeff seconded--the motion carried.*

COMMUNICATIONS:

No formal communications. DJ introduces Steve Prange, former treasurer and founding member, to the board. Also, the longest standing board member in history. Steve was presented with a plaque to thank him for his years of service.

COMMITTEE REPORTS

Treasurer: Bills for payment include \$200 for the New Tripoli Fire Department. Jayson motioned to approve; Michael seconded--*the motion carried.* Other pre-approved expenses Michael had checks for included 5K shirts and reimbursement to Valerie for FB ads.

Taxes were reviewed with the board. The Bottom Line confirmed all information will be required to TBL following fiscal year end for our taxes. The tax process should take roughly 4-6 weeks. Officially the return is not due until November.

DJ also reminded the board that the insurance bill should be coming soon as well.

On the April-May financial report income was reported for fundraising \$417.09, donations \$2,001.32, sponsorships \$17,000, restricted donations \$15,000, and grants \$5,000. Total income \$39,452.49. Expenses of \$8,391.91 included professional fees, pr/marketing, payroll, and the teacher appreciation campaign. Allocations during this period included mini-grants \$5,725 and eitic funding for the broadcasting studio \$6,000. The cash balance was \$108,315.39.

DJ posed the question for further discovery – is there a cashflow cycle or expenses cycle that we should be mindful of? Michael will research this.

Governance: A few people are being spoken to but we do have two positions open.

Val also passed around the org chart so that everyone would review their committees and changes could be made.

**Meeting of the Board of Directors
Minutes for June 6, 2022**

Allocations: Moving into the new fiscal year Dan shared that the committee is hoping to work backwards from a target allocation to propose mini-grants, capital projects and more. Ideally this would also help with soliciting support.

EITC

- 21/22 Fiscal Year – Income \$136,000 FYTD (80% is \$108,800)
 - Embassy Bank \$10,000 (2021)
 - Waste Management \$10,000
 - Weis \$1,000
 - New Tripoli Bank \$100,000
 - Embassy Bank \$10,000
 - Neffs Bank \$5,000
- Distributions – (Allocated \$121,000 FYTD)
 - Recommendations at February Meeting - \$121,000
 - \$46,900 - SMART Boards (HS & Weisenberg)
 - \$60,784 - High School Broadcasting Studio
 - \$5,800 - Middle School Broadcasting Studio
 - \$7,516 - Model Based Inquiry
 - **Recommendations at June Meeting - \$11,121 (\$5,121 new funds)**
 - \$3,500 - Middle School Fitness
 - \$1,621 - High School Broadcasting Studio
 - \$6,000 - High School Broadcasting Studio (reallocation of funds from unrestricted to EITC). This is not an additional funding but a reallocation from unrestricted funding. This is relevant in order to free up unrestricted funds for other purposes.

Erin motioned to approve redistributing the \$6,000 funded for the HS broadcasting studio to EITC restricted funds and an additional \$5,121 to EITC restricted funds as listed above. Courtney seconded, all in favor—motion passes.

Allocation of Restricted Funds

- 21/22 Fiscal Year – Income \$9,200 FYTD
- Distributions – (Allocated \$4,200 FYTD)
 - Distribution at October meeting - \$4,200
 - \$4,200 Collaborative Seating (April submission – August Receipt)
 - **Recommendation at June meeting - \$5,000**
 - \$5,000 Music Program (WF grant – Bessie S Graham Music Fund)

Kristen motioned to approve \$5,000 restricted funds as listed above. Michelle seconded, all in favor—motion passes.

**Meeting of the Board of Directors
Minutes for June 6, 2022**

Allocation of Unrestricted Funds

- Total money budgeted – \$55,000
- Distributions – (Allocated \$29,707.16 FYTD including Mini-Grants)
 - Distribution at October meeting - \$275.76
 - \$275.76 to cover delta of previous project costs and current project costs
 - Distribution at December meeting - \$12,268.00
 - \$9,868.00 to cover the e-vote of previously recommended but not approved Teacher Mini-Grants
 - \$2,400.00 for First Round Teacher Mini-Grants
 - Distribution at February meeting - \$5,438.40
 - \$5,438.40 - Middle School Technology LEGO Invention Squad
 - Distribution at April meeting - \$11,725
 - \$5,725.00 for Second Round Teacher Mini-Grants
 - \$6,000.00 unrestricted support to finalize HS Broadcasting Studio (supply chain and cost increases).
 - **Recommendation at June meeting - \$22,915.67**
 - \$1,500.00 for additional teacher mini-grant
 - \$14,915.67 for music program (grant program supplement)
 - \$6,500 for NWE Artist in Residence Program

Val motioned to approve \$22,915.67 unrestricted funds as listed above. Jeff seconded, all in favor—motion passes.

- Teacher Mini-Grant program - total funded \$17,993 FYTD including current recommendations
 - Roll out in October – previously approved being funded first (current estimate at \$10k), new applications being received
 - \$9,868.00 distribution approved
 - First round – 10.21 Applications, 11.21 Review, 12.21 Recommendations (3 of 4 Applications approved \$2,400 of \$3,600)
 - \$2,400 distribution approved
 - Second round – 02.22 Applications, 03.22 Review, 04.22 Recommendations (3 of 4 Applications approved \$5,725 of \$7,225)
 - \$5,725 distribution recommended (see above)

Dan opened the floor to talk about the idea of not restricting mini-grants to a timeline or deadline because we are struggling to get unique submissions.

Dan and Michael will review and

Alumni:

**Meeting of the Board of Directors
Minutes for June 6, 2022**

Charlene was unable to attend but would like to schedule a meeting with our team and Justine (also from the Alumni Association). Val will coordinate that in the coming week. DJ suggested investigating Alumni Nations at that time.

Val, Erin, Courtney, & Amy agreed to join conversations with Charlene about next steps!

Governance:

- Open board positions:
 - Leaves us with 1 open board position.
- Contact List & Emails:
 - Most recent contact list on the Drive, under the Contacts folder. Please make any adjustments to your information. Moving forward, we will only use NWLEF emails, which you can forward to personal email addresses if desired. Amy will check the Board email group includes all NWLEF email addresses.

Fund Development:

- Spartan Race – Held on July 9-10th. Val will be pushing out the messaging on social media now that the foundation run is over.
- 8 Oaks – The event was well attended. \$725 was raised. We will look for a fall event date when the Football schedule is available.
- 5K – The event included 113 preregistrations + 14 same-day registration. Total Income \$15,612. \$12,498 was annual sponsorships. We are anticipating \$150 donation from Donut Lab as well.
- Golf Tournament – August 12, registration is open and social promotion will begin now. Amy distributed flyers for people to hang up. She also shared that we are very interested in expanding the silent auction/raffle because participants seem willing/prepared to do that day of.
- DJ also distributed the yearly fundraiser summary which demonstrates large gains calendar and fiscal year through fundraising.

PR:

- Senior Signs – Net income was \$1,470. We are going to look at redesigning the signs for the new year and will discover whether we can use photos for each.
- Salute to the Seniors was in the Press last week, as a reminder we sponsored 100 seniors. Inquire about choosing seniors in the future.
- Night in the Country – The application is due July 25. *Erin motioned to approve \$50 application fee. Michelle seconded, all in favor—motion passes.*
- NW Rev Field Sign Opportunity – Val is asking some additional questions about sign placement and orientation and then will share the cost and follow up information with the board. Anticipate an e-vote before the next board meeting.

DEVELOPMENT DIRECTOR UPDATE:

- 2021-2022 Summary – Amy shared the annual goals and actuals. All goals have grown Y/Y and exceeded FY goals. We did make note of the General Donations being reallocated and tracked which

**Meeting of the Board of Directors
Minutes for June 6, 2022**

impacts the presentation of these numbers. Additionally, Amy shared the annual sponsorship tracking she prepared as additional insight included total number of sponsors, increase in sponsorship amounts by reoccurring sponsors, and event sponsors. Finally, regarding grants, Amy prepared supplementary data regarding the grants prepared, rejected, received and awaiting response. A challenge in meeting the grant goal, is school approval so Amy is also tracking the number of grants the school passes on due to not having a project to fund.

A brief discussion ensued regarding recent political elections and the potential impact on EITC funding and campaigns.

- Teacher Appreciation – The teachers and staff were super grateful and appreciative. Lots of social media content also came from their appreciation posts.
- Stadium Chairs – Several people have asked about stadium chairs and if the district continues to have graduation at the stadium this may be a great opportunity. DJ will pull his information from previously ordering them for future discussion.

OLD BUSINESS: Strategy Session reviewed – Alumni Association, Capital Campaigns, and Event Participation.

NEW BUSINESS: June School Board Meeting – June 15 at 7:00 pm, all board members welcome to attend as we present our annual check.

Next Meeting: August 1, 2022 @ 7 pm – NWLSD Administration Building

ADJOURNMENT:

Val motioned to adjourn the meeting @ 8:54 PM, Erin seconded, all in favor–motion passed.