

**Northwestern Lehigh Educational Foundation
Meeting of the Board of Directors
Minutes for August 6 2018**

Members Present: DJ Wolbert, Judy Henry, Dan Macaulay, Meredith Prange, Steve Prange, Tim Lebrecht, Eric Andreus, Erin Vermulen, Jeff Zellner, Kristen Grim, Steve Feinour, Tina Talago, Dan Willis

DJ called the meeting to order 7:00 pm and requested any changes to the meeting agenda.

Approval of Agenda: Tim motioned to approve, Jeff seconded – the motion carried.

Approval of the Minutes: Meredith motioned to approve, Tina seconded – the motion carried.

COMMUNICATIONS

Thank you letter received from Allyson Hansen for her flexible seating teacher mini grant.

Val requested reimbursement for Facebook posts in the amount of \$32.70. Steve made a motion for approval, and Meredith seconded – the motion carried.

COMMITTEE REPORTS

Treasurer: Steve reviewed the July's treasurer report and the fiscal year report. We have seen an increase in general donations in the past few months. Motion passed to use The Bottom Line as our accounting firm- Tim motioned to approve and, Tina seconded- the motion carried.

Allocations/EITC: DJ reviewed Pat Browne's visit to Northwestern Elementary Maker Space Lab and classrooms in which the senator participated in class using the VR kit and was interviewed on Tiger TV. These programs were funded through the EITC program.

Request for funding came from the district looking for additional funding for the chrome books for the upcoming school year due to increased enrollment. Motion made to spend EITC funds to the requested chrome books up to \$5,000- Tim motioned to approve, and Erin seconded- the motion carried.

It was brought to our attention that a timeline adjustment may be helpful to teachers for the mini grant process in which it is an open enrollment application. Teachers can submit their grants once a semester during the school year instead of waiting until the end of the year. If the timeline is changed, the district will have to participate in rolling reviews of the applications so that the approval process remains the same. Discussion ensued regarding whether to keep the total amount of money that we spend annually on the mini grant program the same or increasing the amount. Also discussed was including "consumables" as approved items for the mini grant program. Dan will follow up with administration regarding changing the timeline of the enrollment process.

Alumni: No representation present.

Fund Development:

- Golf tournament- will be held this Friday, August 10th. Snap Koozies will be the gift for the golfers. Currently there are 44 golfers registered. Steve is continuing to gather door prizes. Billig Realtors will sponsor the putting contest.
- Stadium chairs/umbrellas – we will be selling these items at home football games. Motion was made to purchase 24 stadium chairs to be purchased not to exceed \$800 to be sold at \$45 a piece - Steve motioned to

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approve, and Dan seconded – the motion carried. Motioned made to purchase 36 umbrellas not to exceed \$700 and to be sold at \$25 per piece. Jeff motioned to approve, and Steve seconded – the motion carried.

- Meredith reviewed the annual sponsor list. Last year we had a total of \$21,500 in sponsorships, this year to date- with committed sponsorships we are at \$19,500.

Governance: Our bylaws do not accurately represent how we function today as a foundation. DJ had recommended to look at the annual meeting and term limit section of the bylaws. Proposed was that the annual meeting be moved from September to October. Also proposed was the removal of the limit on the amount of terms a Director can serve on the Board to be changed Director can serve multiple full consecutive terms. Steve motioned the bylaw changes to be approved, and Tim seconded – the motion carried. Officer nominations and elections will be held in October.

Meredith requested a deposit of \$800 for Lehigh Valley Sporting Clays. Meredith motioned for the deposit to be paid, and Steve seconded – the motion carried.

PR: The flyers for the golf tournament have been placed in The Press and the clay shoot flyers are designed and ready to print. Remaining 2018 events are posted, and registrations are open.

Night in the Country – We will be having the photo booth again. Tina is looking for a generator to use for the booth. There will be a Sign-Up Genius sent out to look for volunteers to work that evening.

Dan will also be donating cornhole games and plans to donate one for raffle during the game(s). Potentially using it to capture contact/email information. At the games we can sell the senior signs, stadium seats, umbrellas, etc.

Old Business:

Tina attended the June Foundation Forum and gave a brief summary of the meeting. Some foundations have full time staff working for them and give out very large endowments. Also, many foundations have silent auctions and galas as a main source of their fundraising. Tina also discussed how some foundations have corporations adopt a classroom in which they fund purchases for that classroom.

New Business:

Our banner is up for renewal in the stadium. A motion was made to renew if for 3 years at the cost of \$570. Steve Prange made a motion to renew, and Steve Feinour seconded – the motion carried.

A table will be set up to sell the chairs and umbrellas at the home football games. We would sell the merchandise for the first half of the game. A motion was made to have the table at the football game and a Sign-Up Genius will be sent out to look for volunteers. Dan made a motion for approval, and Dan Willis seconded – the motion carried. The first shift of volunteers will be a half hour before game time through the 1st quarter and the second shift will be the end of the first quarter through half-time.

Annual event – Eric will reach out to Eight Oaks and look at open dates for the event. He will also reach out to the high school Maker Space lab in regard to give away items.

We will invite the new assistant superintendent to our October meeting.

Dan discussed the possible placement of a NWLEF kiosk outside the district conference room.

Dan motioned to adjourn at 9:00, Meredith seconded – motion carried.