

- Call to order and adoption of agenda
 - 5:33 p.m.
 - Val called to order.
 - Motion to approve
 - Sarah motioned
 - Erin seconded
 - All in favor
- Roll call (sign-in sheet)
 - Michelle Kaschak, Amy Kinnon, Michael Perinotti, Jim Warfel, Sarah Halpin, Katie Straughn, Valerie Kile, Matthew Koncz, Daniel Macaulay, Erin Vermuelen, LeAnn Stitzel, Joe Velarde, Greg Kuhn, Clare Coupe Scott, Kristen Grim
- Approval of [prior meeting minutes](#)
 - Katie Motion to approve
 - Sarah seconded
 - All in favor
- Communications/Announcements
 - NW Press had a nice article on NWLEF called “Supporting high-quality, future-ready education”
 - Committee Meeting Recommendations - [Daniel Macaulay](#)
 - Proposing a set schedule for Board/ Workshop meetings
 - Even months- full board meetings
 - Odd months- committee meetings
 - Allow the committee to continue if/ when someone leaves the board or steps down from committee leadership
 - Still have committee head
 - Val commented on having collaborative space to work through things that come up.
 - Sarah suggested from a collaboration perspective that in-person meetings work better.
 - Amy thought another benefit is that the collaborative meeting would lift some of the load off the exec. team.
 - Think about how each committee has three actionable things at each workshop meeting.
 - Efficacy and time management is a concern for workshop meetings.
 - Joe suggested a specific start and end time to cap length of these workshop meetings.
 - Sarah suggested the one night a month for meetings would make it easier to schedule.
 - Michelle suggested break out rooms to run concurrent meetings.
 - Jim asked to poll the board about the interest in committing to odd month committee meetings.
 - Val suggested having an agenda and sending pre-work/ review items.
 - Daniel will work on a plan forward.
 - Amy got a letter from Frey and Company about their accounting services. They did support our golf tournament. Matthew will get a quote.
- Committee Reports - *Surface dates, votes, action items or financial impacts - not intended to dupe a committee report*
 - Community Engagement
 - Back-to-School: Tables at elementary schools; scavenger hunt with gift card giveaway.
 - \$25 each for elementary schools and middle school; \$75 total
 - Greg made a motion to approve the gift cards

- Joe seconded the motion
- All in favor.
- Jim is donating the \$75 for the gift cards.
- [Sign Up Genius](#); we still need volunteers at the middle school back to school night.
- Alumni
 - Alumni Spotlight
 - Greg emailed the criteria for the distinguished alumni award to Val. Will be on the website. When it is published, please share it out to networks.
 - Working with Jason Zimmerman because of the district's athletic hall of fame starting. We can mirror their pattern of how they do their hall of fame awardees.
 - District will have a digital hall of fame. Use kiosks and may expand to academics.
 - Greg reached out to Carson Kressley because he is probably most known alumni. Greg did some Q and A with him. He may be the first inductee.
 - Carson is interested in having a fundraiser for NWLEF. Details need to be worked out.
 - Greg asked the board to be flexible because of the uncertainty of the details around this.
 - Daniel asked about the alignment with athletics. Would this be an NWLEF distinguished alumni or a district distinguished alumni? Greg feels like it needs to belong to NWLEF.
 - Jim asked if there is a concern about an alumni from the district perspective would that cause an issue. We probably need to run names through the district.
 - Suggested to contact Parkland about their program. Greg will do some outreach.
 - Erin asked us to be mindful of us taking on another event. Greg stated this would only be a kickoff event to the program, so one time only.
 - Daniel suggested after the kickoff event that the donor event could include the alumni to show donors the positives around NWL.
 - Amy suggested we have one distinguished alumni a year and Clare noted we need set criteria for nominations.
 - Greg shared his draft of criteria, but will need to be voted on.
 - Next steps- wait for District hall of fame information and bring actionable items to the board to vote on.
- Alumni meeting- 220 tickets sold for alumni event. Next event is 2028. Waiting on final numbers for profit.
 - Jim suggested that faculty may have liked to go, but because they were not alumni, may not have felt welcome.
 - Greg asked if they actually did have a COI for their event. We did not have a clear answer on this.
- [School Board Meeting](#)
 - Sign up genius is updated. Please sign up.
- Staff Ambassadors
 - Val is transitioning that to Community engagement
 - Employee giving email was sent out.
- Allocations
 - [Committee Report](#)
- Finance
 - [Financial Summary June 24-25 and Final Budget](#)
 - Fiscal year ending cash balance \$86, 149; budgeted \$60,000
 - [Financial Summary July 25-26](#)
 - [Quickbooks Sample Report - July 25](#)

- Quickbooks is up and running; this is a sample report. Matthew has it all setup, but is still running parallel with Quickbooks and Excel until everyone is more comfortable.
- [Trade/In-Kind Reporting](#)
 - This first report of its kind shows and credits in-kind expenses and revenue.
 - Clare noted that we need to change our process because of a potential audit. If a company donates \$1000 but gets golfers (as an example), they cannot claim the full \$1000 as a tax deduction. Our thank you letter needs to be updated to be accountable for the tax deductible amount. We also need to recognize in-kind gifts like jerky, coffee, etc.
- Events - [Latest Meeting Notes](#)
 - Golf Recap
 - Thank you to everyone who donated their time, alcohol, golfing talent, chairs, etc.
 - 118 golfers; great turnout.
 - Overall net profit including annual partners, \$30,228.24 and without annual partners is \$8012.24
 - New faces, new companies who did not sponsor, but hopefully will in the future.
 - Daniel asked if Olde Homestead could give a list of the order of who is coming through, so volunteers on the course can speak to individuals by name. It has been asked before, so will ask again, but it probably will not happen.
 - Kindergarten Signs
 - Spontaneous sale- 11 total ordered so far.
 - Offer at the Kindergarten registration is the plan.
 - Concern about safety; parents ultimately make the decision
 - Jim asked if we need a board vote over age concerns.
 - Do we fulfill sales or refund the money? Should we do it again?
 - Vote to not fulfill order
 - Jim made a motion to not fulfill. Clare seconded.
 - Six in favor of not fulfilling order
 - 5 In favor of fulfilling order and deferring to school district decision about the sign
 - 2 abstained
 - Val will communicate that we did not reach the minimum order and return funds. As of now, NWLEF is not out any money besides credit card fees.
 - Clay Shoot- October 26
 - [Volunteer and Food Sign Up](#)
 - [Registration](#) will be live this week.
 - Erin will send flyer and sign up lists later this week.
 - Michael and DJ are co-chairing the event.
- Marketing - [Latest Meeting Notes](#)
 - [Calendar](#)
 - Meta Ads are running as approved in the budget.
 - Click through rate is going well.
 - Val will report back about success.
- Executive
 - [Executive team roles](#)
 - Back to school welcome on August 19th to the teacher back to school. 7:30-9:30 a.m.
 - Attendance by board members is encouraged.
 - Giving pens, post its, and dry erase markers to district staff
 - [Strategic Plan](#)

- Everyone should be referencing the document for what we are working on.
 - [Operational Excellence Taskforce](#)
 - Greg trying to find board members and Michelle is working on the board welcome piece.
 - Elections at the next board meeting for Vice-President and Treasurer
- Development Director
 - Mission Moment
 - Amy shared some photos of things we funded like goats and ice cream for stress relief during finals and disc golf course that we were able to fund through the Lyons Follweiler grant. The disc golf club uses the course. Amy showed a video from Mrs. Heffelfinger's Middle School class who uses disc golf as a reward in the classroom.
 - [Annual Appeal](#)
 - Theme is Give 180- \$1 a day for each day of the school year
 - Amy asked if anyone wants to handwrite letters for this campaign to neighbors or friends. Let Amy know if you are interested.
 - Goal Update
 - Reminder to login to Bloomerang
 - Annual partners 5% of goal
 - General donation 7% of goal
 - Event fundraising 28% of goal
- Bills for Payment (checks to be cut at conclusion of meeting)
 - All checks can be mailed.
- Other business items, discussion points, comments, closed-door topics
 - Kaylee Konyak is interested in being an intern, but some logistical issues right now. More info TBD.
 - Development Director Annual Review & Bonus
 - Closed door discussion
- Adjournment
 - Motion at 8:11
 - Erin motioned
 - Joe seconded
 - All in favor