

# Northwest Regional Education Service District Foundation

## Virtual Fundraising Committee Meeting

4:30-5:30 p.m., Nov. 3, 2021

[Register in advance for this Zoom meeting.](#)

*Note: After registering, you will receive a confirmation email containing information about joining the meeting*

### Regular Meeting Agenda

#### Welcome

1. Call to order Karen Foley

#### Discussion and Action

1. Approve [Annual Meeting Minutes](#), [Sept. 1 Meeting Minutes](#) Karen Foley
2. Approve [2021-22 calendar](#) Karen Foley
3. Fundraising committee discussion Karen Foley
  - a. [Proposed action items by task group](#)
  - b. [Proposed run of show](#)

#### Closing

2. Good of the order

Additional resources

- [Read the latest news from Northwest Regional ESD](#)

# Northwest Regional Education Service District Foundation

## Virtual Board Meeting

4:30-6 p.m., June 16, 2021

[Register in advance for this Zoom meeting.](#)

*Note: After registering, you will receive a confirmation email containing information about joining the meeting.*

### Annual Meeting Agenda

#### Welcome

Call to order Karen Foley

Consent agenda Karen Foley

- [May 26, 2021 Meeting Minutes](#)

#### Discussion and action items

- |  |                |
|--|----------------|
| • Superintendent report                  | Dan Goldman    |
| • Foundation priorities                  | Karen Foley    |
| • <a href="#">2021-22 calendar</a>       | Karen Foley    |
| • Reinstate board of directors           | Karen Foley    |
| • Reinstate grant committee              | Karen Foley    |
| • Create fundraising committee           | Karen Foley    |
| • <a href="#">Approve 2021-22 budget</a> | Yuen Chin      |
| • Finalize board member application      | Karen Foley    |
| • <a href="#">Foundation webpage</a>     | Tracey Goldner |

#### Closing

- |                      |             |
|----------------------|-------------|
| 1. Good of the order | Karen Foley |
|----------------------|-------------|

#### Reading list

- [2020-25 Strategic Plan](#)
- [Read the latest news from Northwest Regional ESD](#)

## Regular Meeting Minutes

June 16, 2021

### In Attendance:

Tracey Goldner

Andi Miller

Joe Christy

Karen Foley

Katie Riley

Stephen Petruzelli

Jeffrey Condit

Christine Riley

Janet Bucio

Dan Goldman

Nancy Ford

Yuen Chin

Call to Order: 4:30pm

Welcome new board member Nancy Ford.

Introductions and plans for summer.

Karen asks if we can get a motion to accept the minutes of May 26.

Stephen moves to accept the minutes.

Seconded.

Karen asks for a motion to reinstate the Board of Directors.

Yuen motions to reinstate our board.

Stephen seconds.

### **Motion carries.**

Karen moves to reestablish the grant committee.

Stephen seconds.

### **Motion Carries.**

Karen introduces NWRESD Superintendent Dan Goldman to discuss district announcements and updates.

Dan states that the night before was their last board meeting and urges folks to take a look at the board packet that is online. Despite the pandemic, they have made significant progress and areas that they are proud of and hope the foundation would be proud of too. There was an amazing amount of digital connection with families, and they supported 20 school districts in extremely tangible ways in terms of technology, connectivity, hotspots, data and mapping. Early Learning staff got to do 100% of their evaluations and family visits via electronic and digital. Now families feel very engaged. Credits the staff for the success. A lot of optimists and success around the digital platform.

The early intervention staff are flipping the model in terms of how they serve kids and a lot of that will continue to be used since the work was so successful.

A lot of progress has been made in terms of their commitment to antiracism and equity work. We have been a part of an intensive series with the National Equity Project as a leadership team, so about 60 people on the leadership team participated and more will participate next year. They will create an equity design team that includes families to support the kids into their access to school programs.

The agency was accepted into a major national network for educational equity with large school systems like Chicago public schools. Agency is the only regional or state level education agency that has been accepted. They will be partnering with two of our rural districts in that work. Including their special ed staff and district staff working this project.

One of the biggest challenges is transitioning the early education program from an intervention model to a community-based model.

A program that the Foundation has sponsored is the Diverse Educator Pathway program whose students come across a lot of barriers to enter into a 4 year college so your work to support a few kids is really meaningful and people seeking to be educators. There are about 170 kids and students who are now supported by the agency. Students that are linguistically diverse or culturally diverse and racially diverse. This year we see an increase in students studying to become educators in Oregon. They are excited for the foundation's support for that program.

Yuen commented about the foundation receiving some financial support on an annual basis from the district. However, not the past year. Discussion continued and Dan will look into the matter and report back.

Karen introduces the next topic: Fundraising to remain our highest priority activity this year.

**Andi suggested that given our board is small enough, that the board function as the fundraising committee and that each member take on a specific role and responsibility.**

Stephen suggested we should ask Dan if he can tap into his network to help the foundation expand the number of people who attend.

Jeff volunteered to lock down a date for the Miller Nash event in the fall.

Board reviewed the [proposed 2021-22 calendar](#).

Karen introduces the Diverse Educator Pathways program. The board had a clarifying discussion.

Andi: I move we support the two educator pathways because it is the right thing to do.

Jeff: I second.

Discussion continues and the budget is reviewed.

Katie amends the motion by Andi to say we support \$6,000 based upon the specific information on who will receive the grant funding.

Karen moves to table the motion.

Jeff seconds.

Motion carries.

Yuen provides a budget report.

Discussion includes:

- 2021 anticipated expenses and balance.
- Dollars available or not for scholarship.
- Weight of focus on mini-grants and scholarship.
- Dropping ending balance commitment to fundraising effort.

Jeff: I think that would be the place to reduce it because I think if we do get that money from the ESD, Dan made it pretty clear it is going to come with restrictions that we use it for the mini-grants.

Jeff motions to not keep the ending balance, provide the \$6,000 and reduce the amount of min-grants.

Seconded.

Motion passed.

Yuen motions to split the \$14,000 to \$8,000 for mini-grants and \$6,000 for scholarships and present that in the final budget. We would attempt to increase the funds available for mini grants this year by aggressive fundraising rather than use dollars from our fund balance of \$47K.

Andi seconds. Motion passed.

Karen confirms the amended motion from Katie.

Janet rereads the amendment: Katie amends the motion by Andi to say we support \$6,000 based upon the specific information on who will receive the grant funding.

Amendment passed.

Karen confirms original motion as amended from Andi

Janet rereads the amendment: I move we support the two educator pathways because it is the right thing to do.

To do:

1. Karen will give Marina a call to tell her the final decision made by the Foundation.
2. Yuen would still like to see more information on the students.
3. Jeff to solidify the date for Miller Nash.
4. Andi to start a task list for fundraising discussion/assignments at the Aug. 18 board meeting.

Good of the Order: 6:09pm 6/16/2021

Next board meeting will be Aug. 18 4:30-5:30 - fundraising planning

# Foundation Fundraising and Board Meeting Minutes

September 1, 2021

## **In Attendance:**

Karen Foley, president  
Yuen Chin, treasurer  
Andi Miller, secretary  
Joe Christy, past president  
Jeff Condit  
Steve Petruzelli  
Nancy Ford  
Katie Riley  
Tracey Goldner, communications manager  
Janet Bucio, Administrative Specialist

## **Unable to attend:**

Christine Riley

4:40pm- Welcome and Call to Order

## **Previous Minutes/Agenda/Budget**

Meeting begins with a few comments by Karen:

- 1) The meeting will contain predominantly fundraising information/planning and minimal Board information
- 2) Adding a section to the minutes that includes Board Members that were unable to attend.
- 3) Fundraising committee named - BECEM, which stands for Board Event Committee Members.

No corrections were made to meeting minutes of August 11, 2021.

Given that the budget was created before the new year, Yuen suggested adding to the agenda time to review a proposed new budget.

*BECEM transitions into the Foundation Board to review the proposed budget from Yuen.*

Yuen shares the proposed budget. States that due to the late invoice for the playground the funding will be provided from the 21-22 Budget rather than the 20-21 Budget.

Yuen shares some good news: Individual donations came to nearly \$5,000 more than estimated. These were placed into Fall Grant Funds.

Tracey adds that the ESD is contributing \$10,000 for mini grants. It is currently in process and believed to be ready before the spring.

*Karen asks for a motion to accept the proposed budget.*

**Nancy motions to accept the budget proposition**

Joseph seconds the motion.

Karen asks, all those in favor? All

Motion Carries.

*Foundation Board transitions into BECM to continue planning for the fundraising event.*

**Interview Reports**

Nancy presented her interview with Community Action in regards to their virtual fundraising event. (Note: Nancy's written report can be found attached to the agenda of September 1, 2021.)

Nancy shares that Stacy Rager is willing to emcee the event if BECM agrees with this idea.

Karen shares information on three different online sites that support online auction/events that may be able to support the Foundation Fundraising Event.

Karen presented her interview with Katie regarding the virtual Gala Washington County (Note: Karen's written report can be found attached to the agenda of September 1, 2021)

Things that are needed for an Online Auction:

- Establish a link for people to access and donate
- Someone (volunteer) will need to send out emails
- Someone needs to manage the chat online and communicate back and forth with donors
- Need to find a way to deliver the things that people won
- Back-up Plan incase something goes wrong with technology

Timeline is a huge factor- Katie suggests meeting monthly and then weekly as we approach the date. The week prior to the event will need to be devoted to last minute details and "dress rehearsals"

**Corporate Sponsorships:** IF obtaining corporate sponsorships, Katie suggests contacting each vendor/corporate sponsor individually and setting up a meeting to discuss the event and their sponsorship. Karen mentioned the possibility of opening up the event for the districts.

**Miller/Nash Role:** Jeff talked to the Marketing Team at Miller Nash and said that they are willing to provide support for an online event. The Miller Nash team suggests using Remo- an online platform that allows you to host an event, to sit at "tables" and electronically meet with people. It also allows the host to present for everyone to see it. Miller Nash would provide the platform and



staff to help. Everything could be run from their downtown office and the board can either join from their homes or meet at the office to work together.

Drew, Jeff's colleague at Miller Nash, would like to set up a time to meet and discuss additional details for the event.

Technology and Staff are included in the "package" from Miller Nash:

Jeff stated it may be possible to create this event within the next 2 months, but we would need to provide the materials to him soon.

**Fundraising Event Date:** BECM discussed moving the event to January or early February to allow more time for planning, more participation, and a better event overall. Jeff shares that late february or early march would be a great idea. **BECM came to a consensus to move the event to some time in February or March.**

**Next steps:**

Karen proposed that a sub-group of 3-4 people go through the material and meet with Jeff and Drew to create an outline of the event and develop a plan to bring back to BECM for edits/approval. We could then work off that plan and allow people to sign up for roles/duties, develop a timeline and create a meeting calendar that also includes the Foundation regular Board Meetings.

5 people volunteered: Nancy, Joe, Jeff, Tracey and Karen

**September 15th meeting canceled.** A new date will be chosen after the subgroup meets. (includes staff with Miller/Nash)

**LIST OF TO DO's before next meeting:**

- Subgroup meets with Jeff and Drew to discuss the planning for a virtual event
- Report back to the BECM with the notes from the meeting - edit and approve
- Finalize a proposed plan
- Create a working timeline for the Fundraising Event.
- Create a new school year calendar for Foundation Board Meetings
- Schedule next BECM/Board meeting and send invitations with plenty of notice.

Meeting adjourned.



# NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOUNDATION

## FOUNDATION MEETING CALENDAR 2021-22

### AUGUST

**Wednesday, August 11, 2021 - Fundraising Subcommittee Meeting**

4:30 - 5:30 p.m.

Virtual

**Wednesday, Sept. 1 - Regular Meeting and Fundraising Subcommittee Meeting**

4:30 - 6 p.m.

Virtual

### OCTOBER

**Thursday, Oct. 14, 2021 - Fundraising Subcommittee Meeting - Miller Nash**

2-3 p.m.

Virtual

**Friday, Oct. 22, 2021 - Fundraising Subcommittee Meeting - Remo Platform Review**

1-1:30 p.m.

Virtual

**Wednesday, Oct. 27 - Fundraising Subcommittee Meeting - Finalizing the event plan**

2-4 p.m.

Virtual

### NOVEMBER

**Wednesday, Nov. 3, 2021 - Regular Meeting**

4:30-5:30 p.m.

Virtual

Send thank you notes to donors with donation tax information

**Nov. 17, 2021** - Event Update (email) Action item list from Leads with Timelines

## DECEMBER

**Wednesday, Dec. 8, 2021** - Send Save the Date cards/email to donor list and in Monthly Messenger

## JANUARY

Wednesday, Jan. 5, 2022 - Send formal event invites

**Wednesday, Jan. 19, 2022 - Regular Meeting**

4:30-5:30 p.m.

Virtual

## FEBRUARY

**Wednesday, Feb. 2, 2022** - Event Update

**Wednesday, Feb. 9, 2022 - Regular Meeting**

4:30-5:30 p.m.

Virtual

**Wednesday, Feb. 16, 2022** - Gala dress rehearsal – Board

**What time?**

**Wednesday, Feb. 16, 2022 - Grant Committee Meeting** (Andi Miller, Joe Christy, Karen Foley, Nancy Ford and Cathy Jensen, Megan McCarter, need two more ESD staff)

Review and edit grant proposal process

4:30-5:30 p.m.

Virtual

**Wednesday, Feb. 9 or 23, 2022** - Gala dress rehearsal - Speakers

**What time?**

Grant application window - Feb. 28 - March 18

## MARCH

**Thursday, March 3, 2021 - Annual Fundraising Gala**

5-6 p.m.

[Virtual](#)

## APRIL

**Friday, April 1 - Grant Committee receives packets**

**Wednesday, April 13, 2022 - Grant Committee Meeting**

Finalize grant awardees

4-5:30 p.m.

Virtual

**Friday, April 22 - Grant announcements, descriptions to donors**

## MAY

**Wednesday, May 18, 2022 - Regular Meeting - Planning Meeting for 2022-23**

4:30-5:30 p.m.

Virtual

## JUNE

**Wednesday, June 15, 2022 - Annual Meeting**

5-7 p.m.

Location: TBA

# NWESD FOUNDATION GALA PROGRAM PROPOSAL

*This proposal is for approximately 53 minutes of planned activity. The program will not exceed 60 minutes.*

Gathering of Guests	Miller Nash	3 min
Welcome	President – Karen Foley	5 min
Recognition of Sponsor Miller Nash		
Introductions of the Board Members (slide)		
Few instructions about how to use the platform	Miller and Nash staff	3 min
Introduction of MC	Nancy Ford	1 min
Stacy Reager		
Video – projects, operations, classrooms	MC intro	4 min
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KEYNOTE SPEAKER	MC Intro	6 min
(slide with live presentation or recording)		
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Mingle – Meet and Greet	MC & Miller Nash	7 min
Last call for Silent Auction	Miller Nash	
Speaker (Superintendent)	MC intro	5 min
Dan Goldman		

Speaker (Parent/Teacher/Child/Student)	MC intro	4 min
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Paddle Raise/Matching Donation	MC & Jeff	10 min
Raffle		
Thank you to Volunteers and Recognition (slides)	Karen Foley	5 min
Closing Remarks		

# Sub Committee list of action items for each task group

**EVENT MONITOR AND COORDINATOR** – President Karen Foley

## **PROGRAM TRANSITIONS:**

Lead:

Official complete Program with starting/ending times for attendee access (*provide to Miller Nash*)

Music, toasts, paddle raise, thank you messaging, mingle time, table names could be fun, meet and greet.

## **REGISTRATION:**

Lead: Miller Nash

Assistant: Board Member for Transitions

All activities associated with Remo

- Video Transitions (music, toasts, breakout sessions, paddle raise, thank you messages, mingle)
- Slide of person speaking if remote
- Slide to thank vendors
- Slide to thank volunteers
- Scripts or videos/re-recordings for speakers
- Recording of videos
- Dress rehearsals with Board and with Speakers
- Create multiple screens to full shot
- Videos @ 2 minutes
- Create screen for agenda/program speakers
- Last chance for auction announcement
- Information regarding how to participate, auction site, activity during the program.
- Potential expenses (*provide to Yuen*)

## **INVITATIONS:**

Lead:

Assistant:

- Save the Date Notice
- Invitation Lists (Quickbook export for all former donors to include email addresses and mailing addresses) new donors, community partners, educators, legislators, Dan's contacts, NWRESA staff for all regional counties)
- Check govDelivery with Stuart/Dan about parent lists
- Send Invitations out (8 weeks prior)
- *Provide list for Registration (Miller Nash)*
- Content of Invitation (include examples of prior grants, mission, activities)
- Take advantage of invites to school district personnel around the region.
- Potential expenses (*provide to Yuen*)

**SPEAKERS/PRESENTATIONS:**

Lead:

Assistant:

MC: Stacey Reager

Welcome (live) Karen Foley (confirmed)

Superintendent (live) Dan Goldman (*needs confirmation*)

KEYNOTE: pre-recorded if needed. 5-7 minutes.

Find and Confirm Keynote Speaker ASAP.

Suggestions:

- Michael Harrison
- Terry Gross
- Mental Health Child Specialist
- Research News for Children with Special Needs (OHSU)
- Ari Shapiro – Washington County angle
- Esperanza Spalding (Logal Musician)
- US Senator

SPEAKERS: 2-3 minutes (consider smaller district speaker)

Find Speakers who can commit ASAP

Teacher/student

Parent/child

Suggestions: Sarah Walker, Elizabeth Friedman



Student scholarship funded by Board

Topics: Playground for social/emotional development

Levi Early Childhood Center

- Create short short statement/position/title for introductions by MC, including MC, Keynote, President, Superintendent, Speakers that will be posted for attendee access (*provide to Miller Nash*)
- Potential expenses (*provide to Yuen*)

**BUDGET:**

Lead: Yuen

Assistant: All Leads reporting expenses

Budget allocated: (list of anticipated expenses from Leads) Establish red line total amount requiring Board approval.

Name Sponsors: Official Sponsor of the Event - Miller Nash; Other Sponsors if desired

**SILENT AUCTION:**

Lead:

Assistant:

- Request and gather Items
- *Include auction information/photos and descriptions of items for registration (Miller Nash)*
- Establish link for guest access
- Establish payment system (consider immediate method – credit card)
- Learn and utilize 32auction platform
- Manage the chat online; communicate back and forth with donors
- Develop method of delivery for item winners.
- Use chat feature to thank people as they make their donations.
- Create spreadsheet using goggle drive for donor information (name, address, phone, donation, value of item, phone number)
- Send donation form for taxes.

- Decide start date and duration of auction. (Suggest starting before noon and ending halfway through the gala.) Program has the Last Call 22 minutes after starting (basically midway) but can be changed.
- Develop a starting bid with increments.
- Notify winners and note what to expect/watch for
- Wishing Tree – take an apple for the item (could replace just getting a numbered ticket – could name things that help children with special needs learn)
- No more than 10 items (Joe volunteered a gift certificate for dinner with calligraphy related to food, Miller Nash a wine box, Karen a wine box)
- Potential expenses (*provide to Yuen*)