

Northwest Regional Education Service District Foundation

Regular Meeting and Fundraising Subcommittee Meeting

4:30-5:30 p.m., Sept. 1, 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. Focus of “the ask” Karen Foley
2. Format for the event - virtual or in person Karen Foley
3. Review/edit the planning document for Miller Nash event Karen Foley
4. Assign actions and responsibilities to committee members Karen Foley

Closing

2. Good of the order

Additional resources

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

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 - BECM, 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.

BECM 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.