

Northwest Regional Education Service District Foundation

Virtual Regular Board 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](#)
4. Treasurer's Report Yuen Chin

Closing

2. Good of the order

Additional resources

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

Regular Meeting Minutes

November 3, 2021

In Attendance:

Tracey Goldner

Andi Miller

Joe Christy

Karen Foley

Katie Riley

Stephen Petruzelli

Jeffrey Condit

Christine Riley

Janet Bucio

Nancy Ford

Absentee:

Yuen Chin

Welcome and call to order: 4:33pm

Karen asks for a motion to approve the minutes from the Annual Foundation Meeting on June 16, 2021 and minutes from the Regular Foundation Meeting on September 1, 2021.

Nancy motions to approve Annual Meeting Minutes.

Joe seconds.

All those in favor? All.

All those Opposed? None.

Motion Carries.

Karen asks for a motion to approve the minutes from September 1, 2021

Joe motions to approve the minutes from the September 1, 2021 meeting.

Nancy seconds.

All those in favor? All.

All those opposed? None.

Motion Carries.

Karen goes over the Proposed Foundation 21-22 Calendar and opens the meeting to any suggestions.

The Board discusses the possibility of meetings transitioning to in-person meetings. It does not seem that that is an option as of now, but that might be an option come the Grant Committee meeting or June Annual Meeting.

The Board all agrees with the Proposed Foundation Calendar for the 2021-2022 Year.

Karen goes over the program proposal with the Board. The program is set up to run for 1 hour.

Karen hopes to have a picture of everyone taken of the Foundation Board of Directors to use in the introduction.

The Board provided some feedback on the proposed program. Some questions, suggestions and concerns were:

- Are the silent auction winners going to be announced any time during the event?
- Andi does not suggest doing a raffle for this event.
- Katie says the raffle can be a donated item that can be done through the auction. She doesn't suggest announcing the auction winners- since they would be notified immediately after closing the auction.
- Karen suggests those leading the Silent Auction part of this event will determine if the raffle and the paddle raise is easy enough to do along with the silent auction.
- Katie suggests ending the silent auction at 5:30pm, so that everyone knows to get their bid in and that way they know what they have one before the event ends.
- Joe feels like there should not be too many talking heads and leave it to the emcee to do the introductions.
- A question from Joe, "What will the Board be doing during the meet and greet?"
- Nancy suggests that people can meet and greet at 4:45pm, leaving a 15-min window before the event actually starts and have a Board Member at each table and have them throw out questions to each group such as "What do you do? Where are you from?" etc.

- Karen thinks this will make a great transition from one activity to another.

Karen asks if The Board agrees with Joe about having the emcee (Stacy) do most of the talking and introductions.

Everyone agrees.

Tracey provides a general introduction of Stacy's work history and what she does at the ESD.

Karen introduces the 'Task Forces' and what they each require. She informs the Board that about 3 people are needed for each Task Force. The lead will be meeting regularly with Karen to provide an update and add their input.

Karen opens the floor for the Board to volunteer for a certain area, ask questions and provide any feedback. Some questions, suggestions, or concerns were:

- Joe suggested that since Nancy is well connected with parents, students, and the organization, he would like to work together with her in the Speaker Task Force.

Nancy agreed to work with Joe in this area.

- Andi states that she is prepared to help with invitations or Silent Auction, but not as a lead.

Karen asks if Andi is willing to do multiple things.

Andi agrees.

- Stephen mentions that he is also not able to take a lead, but is happy to help with the silent auction.
- Nancy asks Janet if she is willing to work creating the spreadsheets. As things start to come in, Janet can create them and plug things in.

Janet agrees to help create the spreadsheets for the Board Members.

Karen asks Janet and Tracey what they would like to participate in or the areas they are comfortable working with.

- Tracey states that her and Janet will be doing a Demo for 32 auctions and working on the invitations and registrations.

- Tracey asks if Event Bright would be a good idea to have people register their credit cards. Katie suggests that in order to participate in 32Auctions, they would need to register their credit cards anyway. For the Paddle Raise, people have the option to donate through paypal without needing to create an account.

Karen asks if Jeff would feel comfortable working with Miller Nash staff. Jeff Agrees.

Karen asks if Katie would be willing to help with the Registration aspect of the event. Katie agrees.

Jeff suggests combining Registration and Invitations and making Drew from Miller Nash take the lead on sending those out and reaching out to folks.

The Board agrees to make Drew in charge of this piece and to add Andi, Jeff, Tracey, and Janet.

Karen asks if someone else is willing to participate in the Silent auction with Andi and Steve.

Christine volunteered to help.

Andi states that she can track the donation items. She asks that if the Board plans to donate an item, to email that information to her and CC Christine and Stephen in that email.

Tracey states that Janet and herself will be involved in the technical side of this silent auction and the Board members will be in charge of communicating the items to them. They will need to include a description and a photo of each item.

Karen asks for people to take Leads on each area:

- Katie will take lead on the invitations
- Andi will take lead on the silent auction
- Nancy will take lead on speakers

Andi volunteers Yuen to find more sponsors such as Perkins and Willamette Dental.

Reminders from Karen:

- First 'Event Update' is December 8th. That is a month for leads to put some things together.

Katie suggests an email for the event update.

- Each group is to create a list of things and timeline by December 8th and forward that information to her.
- By the 8th of december, Karen will need to receive an email to let her know what is moving forward. Karen will share with the rest of the board what each lead is working on.

Andi suggests we will need to create a 'Save the Date" notice and donor cards need to be created.

Karen suggests the invitations be sent out in January, that is 8wks before.

A Save the Date message can be sent in December.

Tracey plans to send the Save the Date message to the mass list that is about 4,000 people, ESD administrators, etc.

Tracey will send out items to the subgroup and set a time and date with Katie and the group in order to talk graphics for the invitations and save the date.

Good of the order- 5:43pm