

Regular Meeting Minutes

September 22, 2022

In attendance:

Karen Foley, president

Yuen Chin, treasurer

Joe Christy

Jeff Condit

Nancy Ford

Tracey Goldner

Katie Riley

Christine Riley

Janet Bucio

Absent:

Andi Miller

3:35 p.m. - Welcome and call to order.

Karen welcomed the Foundation Board and asked them to share something good that happened over the summer and something they are glad to say goodbye to.

I. [Approve June 15, 2022, Annual Meeting Minutes](#)

Karen introduces the first agenda item, the annual meeting minutes, and asks if the Board has any changes or additions.

Hearing none, the Board unanimously agreed to accept the minutes as written. Minutes approved.

II. Fundraising Committee Update

a. Miller Nash Reception - Oct. 26, 2022

Karen introduces Nancy to provide an update on the fundraising committee.

Nancy met Cathy Jensen and Cathy agreed to share pictures from two events that were funded by the Foundation mini grants. Nancy also met with Peggy Freund, and she also agreed to have a teacher present at the Foundation reception to share about their experience or activities that were funded by the Foundation.

Next Steps:

1. Find out the person at Miller Nash to talk to about assisting set up, etc.
2. Create the program for the event and send to Tracey and Nancy
3. Board Members: Personally Invite 2-3 people to the event and provide the names to Tracey to those that are confirmed.

4. Tracey send out email invitations
5. Tracey send Valerie the request to the Board: Provide names or invite their colleagues
6. Janet mail out letter and invitations
7. Janet look into payment process at the event
8. Talk to Fiscal and Technology
9. Janet create Name badges - some specific to board members
10. Janet print out bidding sheet
11. Janet create Donation Form for silent auction
12. Nancy create bidding sheet
13. Nancy ask Stacy Rager about emceeding the reception
14. Nancy ask HR and Fiscal about the staff raffle

b. Review of events planned and timelines

Tracey will send out the email invitation on Monday next week (9/26/22) Janet will mail out the letter and invitation next week as well.

Jeff Conditt shares the following information about the reception:

- There is enough space for 50 people in the event space, however, there are other spaces on that floor if we need to spread out.
- Miller Nash will take care of all the catering
 - Tracey suggests a cut off date for the invitees so that we can provide a number of people to the catering folks.
 - Send out a list of those who registered for the reception so the Board can send a reminder to folks that haven't registered.

c. Silent Auction

- **Items**
 - Karen will create a gift basket of wine and is considering donating Timber tickets.
 - Willamette Dental will provide 4 tickets to the blazer game (more details to follow)
 - Katie will ask her husband to make some jewelry- necklace and earrings.
- At the actual event, silent auction items will be on display and there will be clipboards with sheets that say: the name of each item, value of the item, starting bid, minimum increment, full price and BuyNOW. Katie suggests not adding the buy now option because you lose the opportunity for folks to compete.
- Nancy will create the bidding sheets and send them to Janet for printing.

d. Event suggestions

- Tracey asks if we should consider having an Emcee?
 - Nancy will check with Stacy Rager to see if she is able to Emcee the reception.
- Yuen suggests that, if Steve Petruzelli attends the receptions, the Board should say the speeches that were made in the June meeting.
 - The Board agreed.
- Katie suggests asking the NWRESB Board members to provide names or invite their colleagues. Tracey will send the request to Valerie and have her send it to the board.

- Katie and Karen suggested changing Dan's speech time to 5 minutes.

e. Staff Raffle

Nancy introduces the idea of a raffle with the ESD's staff in November.

In the past, the front receptionist would take care of the raffle, but Nancy would need to talk with Fiscal and HR about the process. If it is approved, the foundation will need to send out a survey to staff asking if they'd like to donate anything to the raffle. The raffle is set to start in November a week after Thanksgiving and end in the summer. The Foundation Board will need to have some raffle items available ahead of time and we will need a budget number from Yuen.

f. Decembers Reception

In December, there will be an ESD reception at WSC to thank staff for supporting the foundation. This will be a good time to encourage Payroll donations.

g. Foundation Mini Grant Announcement

Mini-grants application window will run Oct. 24-Nov. 18. Review applications Jan. 25. Announce awardees 2-3 weeks after that. Cyber-Monday online auction will be Nov. 28.

III. Foundation Board Recruitment

Karen introduces the board member applications/recruitment.

Tracey and Joe each share that they know someone interested in applying. Currently still waiting to hear back from both of them to see if they are still interested.

Suggestion on the application Process:

- Katie suggests changing the code on the flier so that it takes you directly to the application. Tracey updated the QR code so that it goes directly to the application.
- Joe states that we should consider a simple application to keep from scaring people away and also make it more explicit (consider an orientation for new members).
- Nancy shares that Community action gifted her a frame that shows when she joined their board. It was a form of appreciation for joining. She suggests doing something similar for new Foundation Board members.

IV. Treasurer's Report

Karen introduces Yuen to provide the treasurer's report.

Two \$10,000 transactions. One was a pass through for the Preschool for All work from the Kelley Foundation. The other was from the ESD for mini grants.

Yuen shares that overall, we are in good shape.

V. Advisory Council

Karen met with Stacy Rager to talk about the Advisory Council that would include the three service center administrators. Karen shared that Stacy liked the idea of the advisory council and that Stacy suggested that each administrator nominate a teacher to join the council as well.

Karen is awaiting input regarding the roles and responsibilities for the President, Board and Administrators from the other 3 administrators to finalize the Advisory Council purpose and functions.

VI. Visits to districts

Karen introduces the visits to the districts. She asks if the Board would like to join, to let her know. The board asks Karen to send out an announcement of the days she plans to visit sites so that they are aware and join if they can.

VII. Karen Show and Tell

Karen shared and narrated a slideshow of pictures of an event funded by a mini-grant.

Information on the grant below:

Grant #12- **Grant title: Cultivating Family Connections Through Celebrations, Compassion and Commitment**

Total awarded: \$2,500

County: Clatsop, Columbia, Tillamook and Washington counties - Northwest Regional Education Service District

Educator: Kimberly Medlin

Grant description: The grant will fund a year-end celebration for students who experience vision impairments and their families. The event will be a carnival theme and will include more than 150 students who are blind or visually impaired. The event will feature a petting farm and therapy animals, food and drinks, activities that are tailored to children with visual impairments and supplies and prizes. Community partners will also be invited to participate and share resources with families.

VIII. Review [2022-23 calendar](#)

- a) The board agreed to meet on Friday, October 14th 3:30p - 5:00p - Virtual meeting (to review and final check the Miller Nash event program and to do lists).
- b) The next Foundation Regular meeting will be held on November 17, 2022 - 3:30p - 5:00p in person at the Washington Service Center.

Meeting Adjournment: 5:00pm