



Northwest Regional Education Service District Foundation Regular Meeting Agenda

Time: 3:30 - 5 p.m.

Date: Thursday, Feb. 23

Location: Virtual

[Register to attend virtually \(through Zoom\)](#)

Welcome

1. Call to order Karen Foley

Discussion and Action

1. Approve Nov. 17 Regular Meeting Minutes All
2. Board application discussion All
3. Grant update (List of grants and total funded) Karen Foley
4. Grant procedures and process recommendations Karen Foley
5. Grant tracking Karen Foley
6. Fundraising Report Nancy Ford
7. Treasurer's Report Yuen Chin
8. Foundation school visit Karen Foley
9. Board priorities for next four months Karen Foley

Adjourn

Enclosures

- Nov. 17 meeting minutes
- Board application: Grant Lawson
- 2022-23 calendar
- Board recruitment flyer

Regular Meeting Minutes

Thursday, Nov. 17, 2022 3:30 - 5 p.m.

In-person meeting in the Clatsop Room at Washington Service Center

Attendees:

Karen Foley, President
Nancy Ford
Yuen Chin, Treasurer
Katie Riley
Christine Riley
Andi Miller
Joe Christy
Grant Lawson, Volunteer
Tracey Goldner
Janet Bucio

Absent:

Jeff Condit

Next Steps:

- Nancy to follow up with Karen on the conversation with Grant Lawson.
- Create frame/welcome gift for Miriam
- Foundation Reception
 - ~~Ask Sharon about reserving staff lunch area~~
 - Obtain tables and chairs, plates, cups, napkins, utensils
 - ~~Order raffle tickets and jar~~
 - ~~Create reception flier~~
 - Karen get a flower arrangement
 - Round up Raffle Items

3:40p.m - Welcome and Call to Order

Nancy Ford welcomes the board and calls the meeting to order.

I. Conversation about corporate support

Tracey introduced Grant Lawson and shared that after attending the Foundation Reception, Grant and his company would like to support the Foundation.

Grant Lawson introduced himself as the Regional Vice President for Ricoh USA- West. Ricoh and Northwest Regional ESD have had a partnership for a while now. He first became aware of the Foundation when he received the invitation to attend the Foundation Reception in October.

Question from the Board

What does your company do and what do they do for the ESD:

- “Many know Ricoh from technology hardware- multipurpose printers, fax, scanners, etc. We are also engaged by clients to help with information - manage, process, and secure information. Very wide and encompassing organization. Our clients are everything between healthcare, legal, banking, higher ed, school districts, etc.”

Andi suggested asking someone from Grant’s team to join the grant committee. She would love to bring them in as soon as possible to collaborate with us. Andi also suggested having someone from Grant’s team to volunteer at CasPac since they have some background in supporting children to prepare for their future.

Nancy suggested we should invite Grant and his company to the December Reception so that they have the opportunity to see staff.

Nancy will follow up with Karen on this meeting with Grant.

II. Approve September 22, 2022 Regular Meeting Minutes:

Nancy asked if anyone on the board wants to make a motion to approve the minutes.

Yuen Chin moved to approve the minutes

Joe Christy second the motion.

The Board unanimously agreed to accept the minutes as written. Minutes approved.

III. Discussion about Miller Nash Reception and suggestions for next year

The Board discussed things that worked during the Reception and things that could have been done differently.

Pros

- Sending out the invitation to all staff and not just administrators
- Effective talking about the grants we provide students and it got more people’s attention. Guest speakers are great, but internal grant awardees are what won people over. Staff that actually receive grants should share about the grants rather than a board member because they can share their experience.
- Keep paddles
- Make some assignments (a little more structure) about who is taking care of what and what goes where

- Liked that the Board made an effort to speak to the participants and introduced themselves and go to know everyone
- Break wasn't written into the schedule but that was really effective

Cons

- Ask each grant winner that will be talking to provide a script or ensure they stay within their scheduled time
- Andi suggests more people behind the bar
- Next time we'll know that NWRES staff are responsible for running the technology
- Add direction signs so attendees know how to get to the actual reception

IV. Discussion about Advisory Council purpose and member role

Karen provided an update on the Advisory Council and Site visits.

Stacy Rager and Lynne Griffin are very interested in participating on the advisory council. Karen provided a questionnaire for them to share their ideas. The foundation will be asking them to give regular updates about what's going on in their district or their schools.

There are no site visits scheduled for December but Karen plans to do more after the new year.

Karen has a write up about each place she has visited so far and she will share that with the board. She has visited Rainier and Clatskanie.

V. Next fundraiser/thank you event

Nancy shared that we only got one item for cyber auction/cyber week. She will decide if she will do that auction sometime soon or not.

Nancy shared that she also got approval to do the monthly raffles from HR and the front desk, she will start doing them next month.

December Staff Reception:

- Date: December 8th 4-6 p.m.
- Yuen approved of a \$300 budget
- Janet help with catering (appetizers)
- Add the 1 item received for the cyber auction to the list of raffle items
- Andi help on how to coordinate raffle tickets
 - Announce a winner every 15 minutes
 - Raffle Items
 - Ornaments (Karen)
 - Recycled Glass Bird Bath
 - Homemade Jam (Andi)
- All staff invited
- Table by the entrance with the items

- Set up by the lounge area
- Will need to set up with bistro tables (4-6 tables)
- Some Flowers as decor - Karen can get a christmas flower arrangement
- Promote payroll deductions
- Paper products - plates, cups, utensils,

Katie will be out of town and will not be able to attend. Christine will be at a Gaston Board meeting.

VI. Discussion about possible change in creating more diversity around grant proposals and selection

A main goal while awarding grants is trying to have all the counties represented and not give a ton of grants to just one county. Karen shared that she wanted to check in with other Board members and make sure that they felt like we are being diverse and around grants.

Andi Miller and Joe Christy believed the Foundation is being diverse and successful when awarding grants.

VII. Mini-Grants Recap

Fiscal is changing the way we provide money to grant winners. They want more clarity around how and when to spend their money. The fiscal team asked whether the foundation would like the money to roll over to the next year or require the awardees to spend it all in that year, otherwise it will be returned. Or we can have them keep it for two years and then have it come back if they don't spend it.

Nancy suggested giving awardees the opportunity to spend the money this fiscal year (July 1- June 30) and whatever is not spent, then have it sent back to the foundation.

This discussion will continue at the next grant committee meeting.

VIII. Foundation Board Recruitment

The Board voted on one of the applicants for the Foundation Board: Miriam Meneses-Rios
Nancy asks if anyone motions to vote Miriam into the board.

Joe Christy moves to approve of Miriam Meneses-Rios

Katie Riley seconds the motion

The Board unanimously agreed to approve Miriam Meneses-Rios into the Board of Directors.

Nancy suggests a welcoming gift to Miriam that shows the date she joined the board. A frame with the foundation logo and her start date and a quote.

Miriam Ewing was invited to the Foundation Board meeting, but she did not respond. Tracey will reach out to her.

IX. Treasurer's Report:

Yuen provides the treasurer's report. Some topics that came up for discussion are:

- The Foundation Reception was a success financially - we made roughly \$13,000
- Still have \$3,000 in pledges still outstanding
- Reception dollars are \$18,889.04 dollars
- There is a \$4,000-\$5,000 cushion and the grant committee needs to make a decision about whether they want to roll the money into this year's grants or roll it to the next year.

The Board agreed that there needs to be a final date about how much money they have to spend on grants. Karen will send an email sharing numbers and give the grant committee members the option to decide how much to spend.

X. Thank you from scholarship recipient

Board members read and discussed this letter over email.

Additional Announcements

Andi asked if lunch will be provided during the grant committee meeting this year (December 24th), as it was done in the past. Karen did subway last year and offered to do it again this year.

Karen shared that we will need to consider making the upcoming foundation meetings virtual due to the weather, except for the annual meeting and any other Foundation events.

Upcoming meeting dates

- Dec. 8 Staff Reception 4-6 p.m. - in person
- Dec. 14 Grant Committee - 12 -1 p.m. zoom meeting
- Jan. 25 Grant Committee - 12-2 p.m. in person
- Feb. 23 Regular Board Meeting - 3:30 - 5 pm. zoom meeting

Good of the order 4:50pm

Foundation Board Member Application

Date applied: 2/15/2023 9:25:56

Name: Grant Lawson

Home city: Lake Oswego

Email: grant.lawson@ricoh-usa.com

Profession: Regional Vice president of Sales (Ricoh USA)

Why are you interested in serving on the NWRESD Foundation Board?

Interest in leveraging my time and skill set to assist under-served youth in my community.

What is your educational background and what skills, knowledge or experience will you bring to the board? Please discuss how this knowledge will complement the Foundation's mission of improving the educational experiences of children.

30 years in leading people complimented with many years of accumulated business acumen.

What community services, organizations, committees, projects or activities have you been involved with (past or present) that have influenced your desire to serve as a volunteer?

Executive liaison with Ricoh Diversity and inclusion committee.

Are you able to commit time to participate in 4-5 meetings per school year in order to conduct the business of the Foundation? (Meetings are held from 3:30-5 p.m. on Thursdays and are hybrid - people can join in person or virtually.

Yes.



Foundation Meeting Calendar/Key Events 2022-23

AUGUST

Aug. 15 Fundraising committee meeting (prep for Miller Nash event and delegate tasks)
(Members: Andi Miller, Nancy Ford, Katie Riley)

SEPTEMBER

Sept. 22 In-Person Regular Board Meeting 3:30-5pm - Washington Service Center
Service Center
TBD Karen visits two districts*
TBD Reach out to staff for auction items

OCTOBER

Oct. 26 Miller Nash fundraiser* - 5-7 p.m. - In-person at Miller Nash office in downtown Portland - (big ticket items/paddle)
TBD Karen visits two districts*
Oct. 24 Mini-grant application window opens

NOVEMBER

Nov. 17 In-Person Regular Board Meeting 3:30-5 p.m. - Washington Service Center
Nov. 18 Mini-grant application window closes
Nov. 28 Cyber Monday: Online Auction
Send thank you notes to donors with donation tax information
TBD Raffle

DECEMBER

- Dec. 8 ESD reception at WSC to thank staff for supporting the foundation (door prizes) - board attends
- Dec. 14 Grant Committee Meeting to review/edit process from 12-1 p.m. (Members: Andi Miller, Joe Christy, Karen Foley, Nancy Ford, Cathy Jensen, Lisa Bates)

JANUARY

- Jan. 2-11 Proposal Packets prepared and sent to Committee
- Jan. 12-22 Grant Committee rates proposals
- Jan. 25 Grant committee selects mini-grants to fund - 12-2 p.m. - In-person at Washington Service Center
- TBD Raffle

FEBRUARY

- February 23 Virtual Regular Board Meeting 3:30-5 p.m.
- Feb. 24 Send Out Announcements (donors/staff etc)
Fund Proposals

MARCH

- TBD Raffle

APRIL

- TBD Fundraising Committee Plans for 2023-24

MAY

- May 25* In-Person Annual Board Meeting
- TBD Raffle

JUNE - JULY

- Break

JOIN OUR FOUNDATION BOARD!

The Northwest Regional Education Service District Foundation is now accepting applications from community members to volunteer for its board of directors. The foundation supports the work of NWRESD by enhancing and supporting learning opportunities for children with disabilities and those who are at-risk from birth to age 21 in Clatsop, Columbia, Tillamook and Washington counties.

Every year, the foundation awards grants to educators and other providers for special projects. The board oversees the distribution of these grants. [Read more about the 2021-22 foundation grant award winners.](#) Board members are also responsible for raising awareness of the NWRESD foundation and fundraising in the local community.

If you are interested in making a difference in the lives of children and their families, especially children who have historically been pushed to the margins, board service with the NWRESD foundation is a great place to start.

The board is especially interested in applications from people who are passionate about special education. The board supports equity, diversity, and inclusion when considering applicants.

Board members are expected to attend 4-5 board meetings per year. They are also expected to attend an annual fundraiser. Board members typically volunteer 25-30 hours per year. Donations are not a requirement of board service. We believe that contributions of time, expertise, creative work, etc. are just as valuable as financial donations.



A NWRESD Foundation grant enabled students who experience deafness or hearing loss to take an end-of-year field trip to the Oregon Museum of Science & Industry,

Visit nwresd.org/foundation to learn more!

SCAN ME



For more information, contact Tracey Goldner at tgoldner@nwresd.k12.or.us or 503-614-1252