

# Northwest Regional Education Service District Foundation Regular Meeting

Time/Date: Thursday, Sept. 26 4-5:30

Location: [Virtual on Zoom](#)

## Foundation Meeting

### Welcome

1. Call to order
2. Review agenda

Jeff Condit  
Jeff Condit

### Discussion and Action

1. Approve [June 26 Annual Meeting Minutes](#)
2. Diverse Educator Pathways Scholarship
3. [Costco/Kroger grant request](#)
4. Miller Nash Fundraiser Prep and Date
5. Review [2024-25 calendar](#)
  - a. Discuss meeting at a site

Jeff Condit  
Yolanda Coleman  
Huxley Shelton  
Jeff Condit  
Tracey Goldner

### Adjourn



## Annual Meeting Minutes

Wednesday, June 26, 2024 5:00 - 7:00 p.m.

Location: Joe's House

9235 SW 74th Ave. Tigard, OR 97223

### Attendees:

Karen Foley, President

Nancy Ford, Secretary

Yuen Chin, Treasurer

Joe Christy, Past President

Jeff Condit, President Elect

Grant Lawson

Janet Bucio

Andi Miller

### Absent:

Miriam Meneses-Rios

Dan Goldman

Tracey Golder

5:00-6:00 Dinner and celebration of appreciation and summer plans.

6:00p.m - Welcome and Call to Order

Karen commented about the absence of Dan Goldman and Miriam Meneses-Rios to join our annual meeting and how much they are missed.

Approve February 22, 2024 Regular Meeting Minutes

Karen asked the board if they had any changes or additions to the minutes from the February 22nd meeting.

**All board members approved the minutes as written.**

### **I. Message from the President**

Karen shared with the board that she is sending handwritten thank you notes to specific donors and to staff from Miller Nash that assisted/helped organize the fundraising event. A huge thank you to the board members was given for their incredible efforts and time to make such a successful event happen for the kids we serve.

## **II. NWRES D Update**

Christine Riley provided a NWRES D update on Dan Goldman's behalf. Some highlights include:

- Building on Aloclek - A contract has been signed and construction has begun. The building is sound, so there isn't extra stuff that needs to be done. It's on budget and the first people/students that can move in, will be moving-in, in September.
- Grant mentioned that we should consider inviting the Contracting company to the fundraiser.
- The biggest challenge that the ESD is currently facing is that the Early Childhood department is super underfunded. They are currently funded under a grant and it falls way below service level. It's problematic, it's a big challenge and a lot of movements were made in the budget so that it wouldn't make a big impact. Staffing for the programs that had the highest needs is short. This is happening across the state, for everyone.

Karen asked if there was anything the foundation could do to help the ESD. Christine shared that the best thing this board can do is the grant program. It's good for the people that get it. Also, advocating for early childhood programs is helpful.

## **III. Recap of the Miller Nash Fundraising Event:**

The foundation board members made a specific toast to an unexpected and OUTSTANDING fundraising event that raised over \$20,000!! Comments were made about the excitement in the room, the great location and space provided by Miller Nash, the decorations, the food...a wonderful venue for our event.

**Action needed:** Members who provided assistance in preparation, set up and the evenings activities are asked to give suggestions about changes to make for the next year which will be discussed at the next Fundraising Committee meeting TBD. **Please send your comments directly to Nancy in preparation for the Committee's review when scheduled by Nancy.**

**IV. 2023-24 NWRES D Foundation Annual Report** ( to be shared with NWRES D Board and on foundation website)

**Action needed:** **Please review the following and add items that are missing including any specific points or work/activities to report.**

Karen reported that she and Tracey are working to put together the Annual Foundation Report which will include the following highlights: (not in order yet)

- **Foundation Awards Granted 2023-2024** (19 Grants Awarded and descriptions)
- **Other Awards** the foundation has given to others (e.g. sponsors, scholarships, special recognition)
- **Financial review** (In kind service by Perkins & co; budget report including **incomes** from fundraisers, staff payroll and individual donations, in-kind staff hours/supplies/accounts/website) **expenses and new budget.**
- **Governance** (list of board of directors names/present or past or past roles, piece adding their roles and responsibilities and name of NWRESA board liaison and Superintendent.
- **Mission and Overview** (includes purpose and what work is prioritized to award grants in the 4 counties giving a few examples of needs)
- **Activity Highlights** (event, committee work, staff reception in the winter)
- **Goals/plans for 24-25** (Jeff to kick off planning at September Board Meeting)

#### **V. 2024-25 foundation board officers election**

Karen introduced the following proposed 2024-25 Officer list

Jeff Condit - President

Yuen Chin - Treasurer

Nancy Ford - Secretary

President-Elect - TBD

**Karen moved to elect these officers for 2024-2025**

**The Board unanimously agreed. Motion was approved.**

## **VI. Treasurer's report (attach report)**

Yuen Chin, Treasurer, provided a treasurer's report:

- a) Notes as of May 2024
  - Cash balance around \$41k
  - We are right on budget with our expenses.
  
- b) Projected June 2024 end of year report:
  - The Miller Nash event was a success with over \$20k raised.
  - Projected cash balance of \$61K
  - Projecting that we will beat budget by over \$13k positive surplus
  
- c) Budget 2024-2025:
  - Estimating Revenue at \$31,500
  - Estimating Expenses at \$42,400
  - Increased mini grants to \$32,500
  - Increased scholarship to \$6,000
  - Spending the surplus from 2023-2024

**Katie Riley moved to approve the financial budget.**

**Jeff Condit seconds the motion.**

**The Board unanimously agreed to accept the 24-2025 budget. Motion Approved.**

## **VII. Status Diverse Educator Scholarship**

Yuen confirmed that the Foundation did grant a student in the Diverse Educator Program a scholarship of \$3,000 in July of 2023.

Karen asked if these scholarships are something that we would like to continue granting in the future? The Coordinator of this program has changed and Karen suggested that we invite this program to present again to the board before granting more scholarships given the changes in their team that runs the program and no communication about the changes.

Yuen shared that he has placed in the foundation budget two scholarships, since we have usually granted two scholarships in the past.

**Action needed: Tracey to set up as an agenda item for the next board meeting.**

## **VIII. 2024-2025 Calendar**

Karen asked the board if we should host a fall or spring fundraising event? See below the feedback she received:

- Andi suggests a spring event, thinking it might be too soon for a fall event
- Some state that the problem with having it in June is the many events that occur such as graduations, end of year events, etc.
- Consider next year's gala in the first couple weeks of March before spring break - Choose a Thursday in March
- March 13th would be a safer option for Yuen.
- Aim for the 20th or 21st

**Action needed: Jeff to look into dates with Miller Nash and report to Tracey in order for the 2024-2025 calendar to be completed.**

## **IX. Goals for next year** (To be included as agenda item for next board meeting)

## **X. Draft 2024-25 calendar**

The calendar is created around the fundraising event date. Once that is set, the rest of the meetings can be scheduled. Meetings such as the fundraising committee meetings, grant committees, etc. Suggestions:

- Next year's first meeting will take place in September - 25th or 26th - at one of the schools
- There will be one more in-person at a school in October/November
- Meetings in the winter will be virtual to avoid inclement weather issues.

## **FOR THE GOOD OF THE ORDER:**

As this meeting was Karen's last function as President, she was presented with a beautiful recognition plaque with calligraphy done by Joe Christy. AND...an incredible gift certificate to Stone Creek to support her other great passion...golf!

She's on her way to purchase a new cart & shoes she's been wanting for 2+ years!

**Meeting Adjourned: 7:15p**



Northwest Regional ESD Foundation  
5825 NE Ray Circle,  
Hillsboro OR 97124

April 26, 2024

Dear Foundation Board,

On behalf of the Cascade and Pacific Academy (CAS/PAC) Food Pantry Program, I would like to request your assistance in serving as the non-profit lead applicant for a Costco Wholesale Grant to seek \$5,000 worth of funding for the CAS/PAC food Pantry. I would apply for this grant on behalf of Patricia Burros and her team, and the money, if awarded, would go to the Foundation to be funneled to the CAS/PAC program budget.

**About the CAS/PAC Food Pantry**

Funds raised for the CAS/PAC Food Pantry will go directly toward Latine families in the Beaverton area who have students that attend the Cascade Academy and Pacific Academy, which are social-emotional schools. The CAS/PAC Food Pantry began in Winter of 2023, founded by dedicated Academy staff. Over the past year, the CAS/PAC Food Pantry Project has provided regular food products to 12 families. The majority of these families are Latine, Spanish-speaking, and low income. On average, the CAS/PAC Food Pantry Staff spend \$400 on perishable products per month to help around 8 families and we supplement this with cans and dry food. We are hoping, with Costco support, to expand this support to around 20 families.

**About the Costco Grant**

This is a rolling deadline grant that funds 501(c)3s. A Costco donation would allow the NWRES Foundation to sustain the CAS/PAC Food Pantry Project to continue to serve in-need families through regular food services. The purpose of this support is to provide funding for food for in-need, low income families in Beaverton through the CAS/PAC Food Pantry Project, and the request is for \$5,000. There are little to no grant funding opportunities that support Food Pantry projects. This funding is one of the sole available avenues for the CAS/PAC Food Pantry to seek funding support.

To complete this grant, I will need to submit the following on behalf of the Foundation:

- Cover Letter
- W-9

- Organization's budget information (current year and past year)
- Program budget information (current year and past year if applicable)
- Measurable Results/Impact Report (for your most recent year of Costco support - if applicable)
  - only required if your organization has received funding in the past
- Digital Grant Application
  - This grant will require me to provide details on sources of income and donors for the Foundation.

Additionally, I would like to propose a long-term support adjustment to support this work. This would be the allocation of \$60/quarter of Kroger Community Rewards funds to the pantry. Since the Foundation has an existing Kroger Community Rewards Account, the CAS/PAC Food Pantry would not be able to set up their own fundraising account. If the Foundation were to gift a portion of the rewards to the Food Pantry, it would allow the Pantry to sustain a more consistent community-supported income.

I sincerely appreciate you taking the time to review this request. While this project is small, it has an invaluable impact on some of our service area's most marginalized students.

Thank you for your consideration.

Sincerely,

**Huxley Shelton** (they/them/theirs)

*Grant Developer*

Northwest Regional ESD | 5825 NE Ray Circle | Hillsboro, OR 97124

[hshelton@nwresd.k12.or.us](mailto:hshelton@nwresd.k12.or.us)





# Foundation Meeting Calendar/Key Events 2024-25

*Regular board meetings will take place from 4-5:30 p.m.*

*Add fundraising committee meetings once Miller Nash date is selected*

## SEPTEMBER

- Sept. 3 Care and Connection Day at the schools
- Sept. 17 Virtual grant selection committee meeting 12-1 p.m.
- Sept. 26 In-Person Regular Board Meeting 4-5:30 pm - Virtual

## OCTOBER

- Mid-October School visit
- Oct. 21 Grant application window opens

## NOVEMBER

- Nov. 14 Virtual Regular Board Meeting 4-5:30 p.m.
- Nov. 15 Grant application window closes
- November School visit

## DECEMBER

- Dec. 11 ESD reception at WSC to thank staff for supporting the foundation (door prizes) - board attends - 4-5:30 p.m.
- Dec. 20 Proposal Packets prepared and sent to Committee

## JANUARY

Jan. 1-20	Grant committee rates proposals
Jan. 21	Grant scores due to Tracey Goldner
Jan. 23	In-Person grant subcommittee selects grants (12-2 p.m. at the Washington Service Center)
Jan. 31	Send thank you notes to donors with donation tax information

## FEBRUARY

Mid-February	Karen visits schools
Feb. 13	Announce grant winners
February 20	Virtual Regular Board Meeting 4-5:30 p.m.

## MARCH

March xxx	Miller Nash fundraiser - 5-7 p.m. - In-person at Miller Nash office in downtown Portland (big ticket items/paddle)
-----------	--

## APRIL

Mid-April	Karen visits schools
-----------	----------------------

## MAY

Mid-May	Karen visits schools
May 28	Annual Foundation Meeting (5-7 p.m.)

## June-August

TBA	Fundraising and grant committee meetings
-----	--