

# Northwest Regional Education Service District Foundation

## Virtual Board Meeting

4:30-5:30 p.m., Feb. 2, 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

2. Introduce Janet Bucio to Foundation board Tracey Goldner
3. [Director's Report](#) Tracey
4. Treasurer's Report Yuen Chin
5. Next steps: Grant Committee activity for spring 2021 Karen/Tracey
  - a. [Committee assignments](#) and members
  - b. Schedule committee meetings
  - c. District priorities and process for requests
  - d. Foundation budget for any grant approvals
6. District staff needs Karen
7. [Approval for Board Meeting Calendar](#) Karen
8. [Foundation website](#) Tracey
9. Plan for future agenda items Karen/Tracey
  - a. Grant priorities
  - b. District/Foundation strategic priorities
  - c. Roles and responsibilities of District/Foundation
10. Consent Agenda Karen
  - a. [Approve Meeting Minutes \(Sept. 29, 2020\)](#)

## Closing

11. Good of the order

### Additional resources

- [Read our latest partner newsletter](#)

### 2019-20 GRANT-MAKING PRIORITIES:

- Birth to 5 Special Education
- Early Learning and Kindergarten Readiness
- School-Age Special Education
- English Language Learners and Migrant Education

### 2020-21 PROPOSED GRANT-MAKING PRIORITIES:

- Expanding regional internet connectivity for students. Helping to ensure all NWRES D students and staff are connected.
- Expanding access to evidence-based instructional tools and curricula that are culturally sustaining, support social-emotional learning, and support NWRES D's growth as an anti-racist, multicultural organization.
- Providing scholarships to NWRES D and component district students/employees on the path to teacher licensure to ensure the region benefits from the strengths and assets of a racially diverse workforce.

## Regular Meeting Minutes

February 2, 2021

### In Attendance:

Tracey Goldner  
Andi Miller  
Joe Christy  
Karen Foley  
Katie Riley  
Stephen Petruzelli  
Jeffrey Condit  
Janet Bucio  
Dan Goldman

4:33pm- Welcome and Call to order

Karen greeted everyone and asked Tracey to introduce Janet to the foundation board.

Tracey began sharing the directors support- including the following information:

Gift Receipts and Thank you Letters are going out sometime the week of Feb. 8th.

There is now a debit card for the Foundation. Tracey and Janet have been working with Yuen on the bookkeeping tasks: Janet will now be helping Yuen as well with grant money and donations on quickbooks.

There is a share drive for everyone to access if they would like to see documents for the Foundation. Not everyone was aware, but will be sent an invitation to view it.

Tracey is working towards moving all the Foundation content to the new website. Karen asked to see it and to make some time for the next meeting for the board to take a look.

Tracey asked a question regarding Lynn Williams Fund- Are we supposed to be spending the money a certain way?

Karen responded: No, it just goes where it's needed the most

Karen asked: When we are doing grants is it part of the committee work or is it set aside and spent when we need it?

Yuen Responds: It is part of the committee work. Where it goes- part of the regular grant

Karen introduced Yuen to give the treasurer's report.

Yuen shares his screen to the financial report and states that the Foundation is on track, roughly \$56,000 earnings, however do not suggest to spend more than \$10,000-\$15,000

Grant Committee activity for spring 2021: Tracey suggests a call out and see who comes back

-Karen agrees-

-Andi does not agree-

Andi would like to bring back Nancy Ford

Tracey considered previous participants such as Nancy Ford and Cathy Jensen. Also considered folks from different districts and community partners.

Tracey proposed reach out the Nancy and Cathy to see if they want to be involved and reach out to other 2 staff members

-All agree-

### **Schedule committee meetings**

Karen Proposed 3 more meetings:

March- Meeting with Dan and a grant meeting

April- A regular meeting

June- A regular meeting

-All agreed-

Karen Introduced Dan to provide information on staff that could use some help in their department-financially.

Dan on What's New:

- NWRESD is the lead agency on a massive vaccination effort in the Convention Center- working on improving it everyday.
- Working towards getting kids with special needs back to in person instruction
- Annual report was just published and it is going out to the districts, if all are interested in viewing it?
  - Everyone will receive a copy tomorrow in the Monthly Messenger 2/3. First item listed

Karen: Asked Dan to have a discussion with staff to determine if there is staff that may need help financially- instead of taking grant proposals from the public, have certain people of certain subject matters submit a proposal and see how The Foundation can help.

Dan: Clatsop County, the property has been for sale for about 2 years and finally got an offer. By the next meeting I will have a better idea of it. Dan will also need an idea of the amount the foundation can offer to see what kind of projects that would be helpful for.

Andi suggested we ask for money from the community to help raise money for this project.

Karen: everyone agree with move forward for special ask project for donors see if we can get some money raised

Yuen: need to see info first from Tracey and Dan have the board vote on whether we want to supply or not.

Andi mentioned that haven't done an ask to the board members this year:

We need to think about that at some point.

Tracey: We need to submit the minutes to the audit company? Are we all in favor of submitting those minutes?

-All Agree-

5:39pm- Good of the order

# Northwest Regional Education Service District Foundation

## Director's Report

I've spent my foundation time during these past few months working on getting access to payroll deductions for staff and organizing our information so that we were able to send out gift receipts in January. I have also been onboarding Janet since she returned from leave. We had a preliminary meeting with Yuen on handling the bookkeeping tasks. We have a 2-hour training set for early February to review the tasks line-by-line. We have also updated the fillable payroll deduction giving form.

### Questions

- Where do we track non-cash gifts?
- Some staff are donating in honor of Lynn Williams (receptionist who passed away a few years ago). Is that money supposed to be spent in a certain way? The grant selection committee did not address this last year. We have notated this giving in the thank you letters this year.
- No specific dedication for Lynn Williams - part of the committee work
- Should we consider offering specific giving opportunities to staff so that gifts can be tied to specific initiatives (example: If people want to give to scholarships for a racially diverse educator workforce, they could give to those grants.) This can be more difficult to track but could help us get more interest in staff giving to the foundation. We could limit it to 1-2 opportunities this year to see how it goes.

### Next steps

- **Staffing/scheduling the fundraising and grant selection committee meetings** for this year
- Building out **Foundation webpage** on new website





# NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOUNDATION

## PROPOSED MEETING CALENDAR 2020-21

### SEPTEMBER

**Wednesday, Sept. 29, 2020 - Regular Meeting**

4:30 - 5:30 p.m.

[Virtual](#)

### NOVEMBER

**Executive session**

### FEBRUARY

**Tuesday, Feb. 2, 2021 - Regular Meeting**

4:30-5:30 p.m.

[Virtual](#)

### MARCH

**Wednesday, March 10 - Grant Committee Meeting**

4:30-5:30 p.m.

[Virtual](#)

### APRIL

Grant selection specifics and distribution - TBA based on grant selection committee recommendations

### MAY

**May 10, 2021 - Regular Meeting**

4:30-5:30 p.m.

[Virtual](#)



# NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOUNDATION

**JUNE**

**June 16, 2021 - Annual Meeting**

5-7 p.m.

Location: TBA