

Northwest Regional Education Service District Foundation

-Board Meeting Agenda-

2-3 p.m., Thursday, February 20, 2020
Virtual - See instructions below for joining

2 p.m. Regular Meeting

- | | |
|--|------------------------|
| 1. Call to order | Karen Foley |
| 2. Introduce Tracey Goldner to board RECOMMENDED BOARD ACTION: Approve Tracey Goldner as Foundation Director | Lauren Slyh O'Driscoll |
| 3. Review grant selection process and timeline | Tracey Goldner |
| 4. Confirm grant distribution amount and March 15 deadline for distributing checks | Yuen Chin |
| 5. Vote to cancel March 18 and June 18 meetings Set new meeting in May | Karen Foley |
| 6. Good of the order | |

Instructions for joining virtually:

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Meeting ID

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Phone Numbers

[\(US\)+1 662-547-1200](tel:+16625471200)

PIN: 298 690 570#

Northwest Regional Education Service District Foundation

-Board Meeting Minutes-

2-3 p.m., Thursday, February 20, 2020
Virtual - See instructions below for joining

1. Call to order: 2 p.m.

Updated the board on the changes that have taken place at NWRES D. Dan Goldman is the new Superintendent. Lauren Slyh O'Driscoll, current director, has not had much time to work on foundation-related work because the new superintendent is full-time. The previous superintendent worked half-time.

Karen hasn't had an opportunity to meet with the new Superintendent yet. She wants to get an idea where the district is going so the foundation can align its work with NWRES D.

Biggest item on the board's plate is awarding the grants. Karen plans to write a letter to every person submitting proposals about the delay and the new timeline. The Grant committee will meet March 3 and is ready to review submissions.

2. Lauren introduced Tracey Goldner to the board. Tracey is the Communications Manager for NWRES D and replaced Megan Stenberg. The Communications Department now has two full-time staff members, so it can better support the foundation.

Board voted unanimously to give Tracey the Foundation Director position.

3. Review of board members on the Grant Committee. They are Karen Foley, Andi Miller and Joe Christy. The foundation director does not vote on grants but is very familiar with the submissions. The Director facilitated the Grant Committee meeting in

the past. The Grant Committee Board members would like Kerri Smith to attend the March 3 meeting.

Equity was suggested as a separate criteria for scoring proposals. After discussion, the Board agreed that diversity/equity was embedded into all the criteria; that the committee is very careful to be inclusive regarding categories, age, geography, etc. so we align well with NWRESA's objective of being equitable.

Karen suggested using the same rubric as past years. The Committee will go through our process/policies this next year and make any needed changes. The group will set a date for a meeting early in the new school year for this. Grant proposal categories are:

- Birth to Age 5 Special Education
- Early Learning/Kinder Readiness
- School-age Special Education
- English Language Learners/Migrant Ed

The committee will receive a score sheet and will email results to Tracey and Karen by noon on Monday, March 2.

Combined scores will be transferred to a grid and Karen will enlarge into poster for the March 3 meeting.

4. Yuen Chin, the treasurer, reported that the foundation has \$30,000 budgeted for grants in 2019-20. The foundation budgeted that \$10,000 would be raised at the reception at Miller Nash and accomplished the goal. Yuen reported that we do have some carryover from last year, but that the foundation will not go above \$30,000.

Lauren can send checks on March 16. Two signatures are needed on the checks. Karen, Joe and Lauren are the current signers. (Tracey needs to be a signer at the bank, but it'll take some time to get it transferred from Lauren's name.)

Lauren will sign on behalf of the board. Yuen also said there are some bookkeeping items that need to be taken care of to transition to Tracey from Lauren. The board approved Lauren signing the checks for now.

5. Discussions about future meeting dates and confirmed below:

March 18 meeting is cancelled.

Feb-May: Specific meetings as needed will occur to complete our annual budget, plan the annual Board meeting, review current policies/procedures/materials of the Foundation, update website, etc. Board members volunteering to do certain tasks will arrange their own work/time together.

June 18 Annual Board meeting will remain. It will be held from 5-7pm hosted by Joe (many thanks). Lauren will book Kam & Kam caterers again quickly. Our meeting will include approval of the 2020-21 budget. Lauren and Tracey will transition duties for the budget preparation; Yuen and Tracey will get everything ready for the annual meeting. Note: There will be an interim person to help with this as Tracey will be on maternity leave during that time.

New Agenda Item:

Jeff stated that he usually gets, at the end of the year, a statement from the Foundation saying how much he donated at the end of the year for tax purposes. He has not received this. Lauren stated it is on the transition list to do. Yuen stated the deadline has passed and they should have gone out at the end of January. Lauren and Tracey will make this a priority and do this ASAP. Suggestion for the future: send out tax-deductible acknowledgement immediately after the gift is made instead of waiting. Karen will write a letter thanking each person (\$250+) for their donations after the Grant Committee approves those proposals awarded so that information can be passed on at the same time. Suggestion for the future: include this thank you in the calendar of the President to do immediately after donation is given.

Meeting adjourned at 2:55pm.