

**North Polk School Foundation Board of Directors  
Meeting Minutes  
October 9, 2017**

Members Present: Heidi Anderson, Kathy LePage, Tara Lundgren, Maria Steffen, Misty Fosselman, Melissa Cromley, Aaron Lehman, April Muhlbauer,

**WELCOME**

President Kathy LePage called the meeting to order at 6:05 p.m.

Minutes:

- Review and approve minutes from August 14, 2017 meeting. April motioned to approved, Maria seconded, and all approved.
- Review email vote to amend minutes from July 11, 2017 meeting (minutes previously adopted). No motion needed as was approved via email.

Treasurer's Report

- Melissa reviewed change of Building Fund; \$27,000 request for bleacher which is how works account since Foundation manages the Capital Fund for district.
- Corporate donations –Melissa working with Rob Sinclair to ensure donations designated to where folks want it to go. Once reallocations complete, Melissa will restate financials from last year.
- Scholarship budget one \$500 scholarship per year.
- Enrichment Grant budget set as 35% of fundraising plus 100% of year-end mailings.
- Keith motioned to approve, Heidi seconded, and all approved.

Committee Reports

- Nominating Committee
  - Review by-law and recommend changes. Review on own digitally via email-Kathy will route.
- Polk County Grant
  - Keith has follow-up. Request is still active but no actions yet. Book room discussion. Kathy will add to next meeting agenda.
- Public relations
  - Amazon Smiles is active – how best to let people know? Misty will complete a joint write statement about Amazon Smile to submit to the six district newsletters (Central, West, Middle School, High School, Activities, District). Will include all groups that have an Amazon Smile account so that folks know their options for donation.
- Recognition awards
  - Maria traded emails with Gary. Will plan to present during a basketball game night.
- Enrichment grants/scholarships

- Due date coming to Dec 1<sup>st</sup>; April will send email to principals, noting special need for Enrichment grant co-chair to receive apps during the month of November, set up meetings, etc. Tara might co-lead.
- Misty will route committee listing for sign-ups with a need for gala representation.
- Fundraising
  - Celebrate North Polk (Gala): Saturday April 7, 2018; committee has had one meeting, Maria attended; have lost committee members. Maria idea of socializing video (put it on YouTube); other idea of no theme, incentives for volunteering such as a family activities pass or 50% off of one.
  - NP Spirit driveway painting - \$40 – decided at August meeting will be done every other year so target autumn 2018.
  - Update on jersey/window/car clings – button to be added to Foundation website.
  - Tailgate fundraiser results- Missy can bring actual financials next meeting. Approx. \$778.50; less profit due to cost of meat and lots of cooked meat left over; need to purchase less meat next year; and keep at concession stand location; Here is the link to financial summary for the tailgate Melissa shared via email on 8/29/17:  
[https://docs.google.com/spreadsheets/d/1-BM\\_B2nKsrQaKpqOFqJ3AjnjPBtuP5OKjP4l4yoZ1Cs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1-BM_B2nKsrQaKpqOFqJ3AjnjPBtuP5OKjP4l4yoZ1Cs/edit?usp=sharing)
- Finance committee update
  - Reviewed Budget
  - Change name of Building Fund Money Market to Capital Fund, to be clear that these funds are not just for building funds.
- Events
  - Concessions. Maria will email Rob to give us a couple dates to work with.
  - Heidi motioned, Maria seconded and all approved.
- Other Business/Open Forum
  - Fundraising ideas: bags tournament
  - Update on donation request for elementary projectors/sound systems – no update
  - Will set out brochures at middle school conferences.
  - April will help Misty with Weebly access to upload Calendar and meeting minutes.
  - Discuss adding our EIN and officers to website-bump to next month.
  - Overall update on News page with change of dates.
  - BOD meeting November 13, 2017; 6PM in HS board room

Keith motioned to adjourn at 7:25 p.m. April seconded, and all approved.

Respectfully,  
Misty Fosselman, Secretary