

North Polk School Foundation Board of Directors
Meeting Minutes
July 10, 2017

Members Present: Heidi Anderson, Melissa Cromley, Kathy LePage, Tara Lundgren, Maria Steffen, Char Vukovich, Misty Fosselman, Julie Heintz, Kelly Bruggeman, Amy Doll

WELCOME

President Kathy LePage called the meeting to order at 7:00 p.m.

Minutes

- Maria moved to approve the minutes from the April 11, meeting, Heidi seconded, and all approved.

Treasurer's Report

- Year-end report from Melissa.
- Tara moved, Heidi seconded, and all approved.

Committee Reports

- Recognition Awards
 - Maria gathering more information on application for Gary Fjelland. This will be for the Rose Award. Maria is shopping around for plaque and Winner's Circle Trophies and Awards, located at 112 E Ashland Ave, Indianola, Iowa was mentioned as potential place to purchase.
- Update on fundraisers: window clings/driveway painting
 - Driveway painting will be done every other year, so will target autumn 2018. Price change from \$25 to \$40 was recommended.
 - Window clings- need to add button to NP Foundation website-Amy Doll
- Fall tailgate
 - Date is August 25, 2017, which is the second home game. First home game is August 18th and request to move to second home game to get better turn out. Game is North Polk against Perry.
 - Decided on steak sandwiches and school board members agreed to grill again. Will keep meal to baked beans, drink, & cookie. Same price as last year, \$10 per meal with \$6.00 for an extra sandwich. Post-meeting update: may need to increase price and will discuss at August meeting.
 - Most likely will move from commons area to concession stand area. North window (usually merchandise window) will be for NP Foundation meal. South window will be for standard concession stand items. Co-chairs Heidi and Julie Heintz will connect prior to 8/25 and communicate out details. Need to figure out logistics for people who want a meal but don't want to attend the game.
 - Post-meeting update: North Polk United Soccer is the group staffing the standard concession window (south window).
- Public relations
 - Photos for scholarship recipient to Amy Doll. Kelly will send Olivia's bio to Amy.
- Finance Committee

- Post-Prom request to use NP Foundation tax ID#. Issue of funds not going through NP budget yet Thank you/Tax letters would be mailed to post-prom donators, for tax deduction. Char will make a call to research more.
- Building Fund: Kathy discussed with Rob Sinclair on the history-it was more of a purpose for re-vamping/updates/add-on's, not classrooms. When Finance Committee meets, will consider re-naming fund to make the purpose more clear for better tracking.
- Noted Finance Committee meets once per year. Members requested to attend are Kelly, Aaron, Kathy, Melissa, Maria & Misty; perhaps next meeting will be in October. Maria Steffen will replace Aaron Lehman as co-treasurer.
- Char will research record retention requirements for the Foundation-she will consult legal counsel. Post-meeting update: Per Dennis Parmenter, advised keep minutes indefinitely or until Foundation folds. Char passed these to Misty.

Other Business

- North Polk Foundation is now active under GuideStar, and therefore active under AmazonSmile (smile.amazon.com)-thank you Melissa Cromley! The name is North Polk Community School Foundation. Once selected, North Polk Foundation would receive .5% of the price of eligible AmazonSmile purchase.
- Calendar of Events
 - BOD meeting, **August 14, 2017. 6 p.m. Board room.**
 - Tailgate before varsity game, **August 25, 2017, 4:30-7 p.m. Football field concession stand.** Varsity game kick-off at 7:30 p.m.

Kelly moved to adjourn at 8:21 p.m., Tara seconded, and all approved.

Respectfully,
Misty Fosselman, Secretary