

North Polk School Foundation Board of Directors
Meeting Minutes
August 14, 2017

Members Present: Heidi Anderson, Kathy LePage, Tara Lundgren, Maria Steffen, Misty Fosselman, Julie Heintz, Kelly Bruggeman, Amy Doll, Melissa Cromley, Julie Husak, Brian Tate, Dan Mart

WELCOME

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

Minutes

- Heidi moved to approve the minutes from the July, meeting, Kelly seconded, and all approved.

Treasurer's Report

- No activity from the last meeting from Melissa
- Tara moved, Kelly seconded, and all approved.

Committee Reports

- Nominating Committee
 - Kathy will send an email to the Nominating Committee about bylaws
- Polk County grant-Aaron hasn't heard but will check later in the week and get back to us
- Enrichment Grant-Melissa has a meeting with the new high school principal to discuss.
- Recognition Awards
 - Maria sent email to Gary Fjelland to set up interview time. Maria checking into plaque with business in Ankeny that may have a template. Rose Award plaque usually has photo of rose, Gary's name, date.
- 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
 - Much discussion on details for tailgate.
 - 3:45-7p.m. for set-up/clean up; Meals served from 4:30-7p.m.
 - Will keep meal to sandwich, baked beans, drink, & cookie. Same price as last year, \$10 per meal with \$8.00 for an extra sandwich. \$4 for sides & drink only (chips, beans, drink, cookie)
 - Will serve from concession, and have runner at gate taking to-go orders,
 - Post-meeting update: North Polk United Soccer is the group staffing the standard concession window (south window).
- Public relations
 - Kelly will send Olivia's name and bio for scholarship recipient post, for Amy to post to Facebook page. Melissa needs contact info to inquire about first tuition, to cut check for Olivia.

- Fundraising
 - Need new head for the Gala. Can discuss more at a future meeting.
 - New fundraising event idea from Melissa: Annual bags event (bean bag toss). Other groups said to raise \$40,000, tickets guarantee three games, invite food truck, etc. Anyone can play, could have competitive division, non-comp. division, cash prize or solicit donations (but try not to hit up local businesses). No overhead; getting/borrowing bag games can be challenge but can solicit from community. Simple compared to something like a golf outing-just need green space. Could have it at AM Legion and that would take care of alcohol license; Potentially Big Creek (not a lot of parking) or Jester; Marina could be a location too. Need to follow Polk County guidelines depending on location. Will discuss more at the September meeting.

Other Business

- North Polk Foundation is now active under GuideStar, and therefore active under AmazonSmile (smile.amazon.com). Kelly used it once and worked. Next time she might be able to see a donation total. Misty will write up small article noting both Foundation and West PTA are active and send to all building secretaries, to request to be included in their weekly newsletter.
- Misty routed draft of NP Foundation Activities Calendar, for review. Intention is to give high-level calendar view of our activities, deadlines, etc. Some changes made during discussion and group felt we could post the calendar to our website. Kelly noted our meetings are open to the public so good to have something on our website that shows dates/times to attend. Misty will forward calendar to Amy Doll to post.
- Document retention: Char researched record retention requirements for the Foundation. She consulted legal counsel (Dennis Parmenter) who advised we need to keep minutes indefinitely or until Foundation folds. Char passed paper copies of minutes to Misty. Misty will work on scanning paper copies (of everything) and then will work with Amy on most efficient way to post minutes to the website, for archive/access.
- Calendar of Events
 - 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.
 - BOD meeting, **September 11, 2017. 6 p.m. Board room.**

Melissa moved to adjourn at 7:22 p.m., Julie Heintz seconded, and all approved.

Respectfully,
Misty Fosselman, Secretary