**Carver Center Foundation Board Meeting**

**Thursday, April 28, 2016, 6:30 p.m.**

**ATTENDEES:**

Frank Thomas, Beth Ourand, Michelle Lipka, Stephanie Steininger, Karen Steele, Beth Twohy, Kathy Frederick, Jordan Schloss, Lynn Arenson, Denise Taff, Kim Sutton, Omead Afshari, Michael Loverde, James Riggs, Lesley Simmons, Kristin Lawrence, Autumn Burton, Denise Owens

**6:15 – 6:30 pm - Welcome**

**6:30 – 8:30 Meeting**

**Welcome and Introductions**

**Approval of Minutes**

* Hard copies of the Minutes from the meeting held on February 18, 2015, were distributed and reviewed. Lynn motioned to approve minutes. Jordan seconded. Motion was approved.

**Treasurer’s Report**

* Hard copies of the budget were distributed and reviewed:



* Beth Ourand highlighted disbursements and receipts since last meeting, including Celebration finances. See Celebration INCOME, so far:



* Re: Celebration --- Silent Auction was down about $3000; in addition, ticket sales were down about $3000 from last year – 11% decrease. This does not include any EXPENSES yet**.**
* Beth discussed what the balance is and what the approved allocated expenses is.
* Kathy described the budgeting process and suggested that we revisit budgeting and grant process for next year, with the new Executive Committee and Board.
* In addition, we need to improve our donation request process as another way to bring in income to the Foundation. This includes reaching out for corporate sponsorship.
* We need someone/team of people to audit the books after June 30th fiscal year end. If not a CPA, it can be a team of 3 who do not have any signing authority.
* James motioned to accept the Treasurers Report with a correction to remove the “Basketball Uniforms: from the “Approved but unpaid grants” section. Kim seconded. Motion was approved.

**New Business**

* Grant Requests
  + Professional Development grant for English, Chris Turner @ $510 was previously approved by the Executive Committee
  + Destination Imagination @ $2800 was approved via email vote for Global competition
  + FBLA National Competition
    - Previously approved $2250 for state competition
    - Request is for $500 to cover registration fees for 3 of the 4 qualifying students (1 student received a $500 scholarship); no faculty funds are requested.
    - Recommendation from the Executive Committee to pay the grant in full at $1500.
    - Motion was unanimously approved.



* Budget/Grant Recommendations
  + The Board discussed history and proposals regarding budgeting and grant requests for the next fiscal year.
  + The request is that a committee prepare recommendations in time for our 6/9 meeting.
  + In addition we will request that all grant requests be submitted by 5/15 for the rest of this fiscal year.
* Scholarships
  + Last year, the Board approved $11,000 in scholarships – 3 at $2000 for general scholarships and 1 per prime (10) @ $500. This includes naming 1 of the $2000 scholarships in the name of Rosedale Federal, our sponsor.
* Board Applications/Succession
  + There are new, interested people interested in joining the Board – will vote on them at the June 9th meeting.
  + We need to review whose 2-year terms are up and need to be reinstated. Michelle needs to follow-up.
  + Karen is working on the new student members for next year.
  + Next year…
    - Beth O. will stay on as Treasurer.
    - Kathy will be President Emeritus
    - Jordan will be Governance/Secretary
    - Kim will take over Communications
    - Mary will take over Celebration; still need a Co-Chair and Silent Auction Chair
* Celebration 2017 will be March 25th

**Old Business**

* Freshmen Registration
  + Success!
  + Lots of T-shirts sold
  + Collected lots of email addresses
  + Communication already sent to incoming families!
  + Michelle to send out sign-up sheets to work the event.

**Committee Reports**

* **Advocacy** - **Beth Twohy**
  + FAMILY DIRECTORY
    - Working on migrating everything from Constant Contact.
    - Will also add distinct Alumnae database.
    - Beth will look into how to begin collecting Alumnae parent information, also.
    - Already sent communication to incoming families.
    - Will investigate how to use the email from the database that James maintains to see who wants to opt-in to the directory.
* **Communications – Lesley Simmons**
  + Next 2 newsletters will be the last 2 in Constant Contact; will contain information about new communications through Directory.
  + Lesley will document a “standards document” for communications.
  + Summer Mailing activity will be planned over the summer…Fun!
* **Parent Committee**
  + Teacher Appreciation Lunch
    - Scheduled for 5/5.
    - Gift card donations received – would still like more.
    - Catering is lined-up.
  + Post Prom
    - Contracts are in place – still need DJ.
    - Desserts will be provided by Culinary department.
    - Communications will be sent out to solicit prize donations and VOLUNTEERS.
    - Will reach out to Best Buy soon for prizes.
    - Michelle will attend the Senior Breakfast to share videos.
* **Student Representatives – Autumn Burton**
  + Junior class is interested in selling the bricks – more logistics to follow
  + Per Karen, the contract requires that the bricks are sold as fundraiser for the Foundation.
  + Mr. Afshari will share his ideas on how to handle, including the Alumni Art Show.
  + We should also provide an authentication letter with each brick.
* **Sports Boosters – James Riggs**
* Successful Winter Sports Awards in March
* T-shirts and additional blankets were sold at the Freshmen Registration
* Next event is Spring Sports Awards on 5/23; ice cream will be served
* Bull Roast for next year is October 14th
* Mr. Afshari will work with the Boosters on a flyer for next year’s Bull Roast
* **Celebration – Denise Taff**
* 70 Silent Auctions are left over – some went to Post-Prom; some went to Teacher Appreciation Luncheon
* Waiting for invoice from Chef Bette to determine final expenses
* Next year’s event = 3/25
* Need to determine if we still want to use Bidding for Good next year

**Principal’s Report**

* + Senior Prom – guest forms need to filled out now (deadline next Monday)
  + Cosmetology students are passing the state boards now
  + Destination Imagination, Pro-Start, FBLA going to Nationals
  + Celebration was fabulous!
  + There is something almost every day in May happening at Carver Center.
  + Mosaic is due out tomorrow.
  + Final Café’s are coming up for the school year.
  + Karen expressed her thanks in how the school community reached out after the ConnectEd message from last week.

**Lesley made a motion to close the meeting. Jordan seconded. Meeting adjourned at 8:16.**

*Submitted by Michelle Lipka 4/28/16*