**GRAFTON EDUCATION FOUNDATION, INC.**

**BOARD OF DIRECTORS MEETING**

**May 13, 2014**

GHS Library Media Center

1. **Call to Order**

Bob Hoffman called the April meeting of the Grafton Education Foundation to order at 7:02 p.m. This is a regular meeting of the Board of Directors.

Directors Present: Bob Hoffman, Julia McNally, Renee Riddle, Mike Donahue, Kerry Feutz, Tammy Taylor, and Karen Walton

Directors Absent: Mike Cibulka, Jennifer Teunissen and April Shanks

Members Present: Mary Gosewehr, Pam Wiziarde and Sean O’Brien

1. **Introduction of Guests – Bob Hoffman**

There were no guests in attendance for the meeting.

1. **Previous Meeting Minutes**

Bob Hoffman submitted the minutes from the April 8, 2014 Board of Directors meeting for review. Julia McNally made a motion that Mike Donahue seconded to approve the minutes with one correction. The motion carried 7-0.

1. **Treasurer’s Report – Mike Donahue**

Mike Donahue distributed the financial reports as of March 31st and April 30th.

Income during March included Soupor Bowl Contributions. Expenses were for sponsorship of the John Long Boat sponsorship.

A contribution was received in April from the Chamber of Commerce in honor on Mike Cibulka’s father who recently passed away.

Discussion was held on the check/reimbursement form. Mike Donahue reminded everyone that the form needs to be completed completely and that one of the important areas is the address so Mike is aware of where the check needs to be mailed to. Please let Mike know if the account numbers need to be changed or if any areas need to be added. “The authorized by” needs to be signed by a board member or the head of the activity. The need by date also should be completed if there is any due date associated to the project.

Mike D will provide an electronic copy of the form to everyone to ensure all committee members have the most recent version.

1. **Election of Officers—Bob Hoffman**

Bob Hoffman reported the following nominees are interested in serving as Officers of the Grafton Education Foundation:

Bob Hoffman – Past President

Julia McNally – President

Mike Cibulka – President Elect

Mike Donahue – Treasurer

Kerry Feutz – Secretary

Karen Walton made a motion that Renee Riddle seconded to approve all individuals to the named positions within the Grafton Education Foundation. The motion carried unanimously.

Bob presented Julia with Grafton Education Apple Gavel and Julia took over the remainder of the meeting.

1. **Recap of School Board Meetings – Julia McNally**

Julia provided a summary of the School Board Meeting that occurred last night. Highlights of the meeting included the hiring of 4K teacher and HS counselor. The Elementary School start time has been finalized for 8:20 am. The new RISE program (Gifted and Talented) was discussed and the School Board also reviewed a summary of the WKCE test results.

1. **Grant Committee – Karen Walton**

Karen reported that the Grant Committee received $41,000 in grant requests. The GEF had previous agreed to fund $30,000 in grants for 2014. The Grant Committee identified $29,851.74 in grants that were eligible to the current criteria.

A motion was made by Karen Walton and seconded by Bob Hoffman to approve $29,851.74 as detailed in the award report. The motion approved 7-0.

1. **Children’s Resale – Pam Wiziarde**

Pam Wiziarde reported that the May Resale had a total profit was $750. A written report was distributed that included suggestions for changes to improve the resale scheduled for fall 2014.

1. **Website Manager – Bob Hoffman**

Bob and Renee met with Sean O’Brien who has agreed to be our Website Manager. Sean will begin immediately to update the site with current information and remove any outdated notices.

Communications can be emailed directly to Sean and he will update the site. Sean has indicated that he will most likely be able to make all updates within 24 hours. Sean is also looking into possibly switching over to an alternative website that is free or a lower cost. Any PR questions should go through Renee.

Sean and Julia will work to update the social org. sites.

1. **Twitter & Email Signatures – Julia McNally**

GEF has gone live on Twitter!

Julia has updated the email signature and will send out. Everyone is encouraged to use on their personal email.

1. **Amazon Gives – Bob Hoffman & Karen Walton**

Amazon has a program that when orders are placed through Amazon a percent of the order can go to GEF. Bob and Renee will work to set up Grafton Education Foundation as an eligible charity.

1. **GEF Mascot Costume – Renee Riddle**

Efforts to save previous costume are futile. Motion made by Julia and seconded by Karen to purchase a mascot costume for approximately $300.00 was approved unanimously.

1. **Data Base Coordinator – Kerry Feutz**

Kerry is working to identify a database that will allow us to track all fundraising activity and involvement within GEF in one place.

The goal is to find a free service that is cloud based.

1. **Grantwriter – Julia McNally**

Bob indicated that he has a contact who has experience as a grant writer. Julia and Bob will be pursuing this as a priority.

Bob is looking to identify any foundations that are currently offering grants.

1. **Additional Committee Reports – All**

Bob reported that Seeds to Harvest will have a report in June.

Renee reporting that the Newsletter will be doing a special edition to announce the grant winners.

1. **Other Matters – All**

Julia reported that Cristy Bauer had reached out to her to mention possibly partnering with the GEF for a Summer Reading Program. She will reach out next month again when there are more details.

It was discussed and decided that the August meeting would be moved to be held on Tuesday August 19th.

1. **Adjournment – Bob Hoffman**

Julia McNally made a motion that Karen Walton seconded to adjourn the meeting at 8:40 pm. Motion carried unanimously.

Respectfully submitted

Kerry Feutz

Secretary