



Minutes of the Meeting of Board of Directors of Bowman Education Foundation A California Nonprofit Education Corporation

The board of directors of Bowman Education Foundation held their monthly meeting on
November 29, 2012, called to order at 5:07pm, in Auburn, California.

The following directors, constituting a quorum of the full board, were present at the meeting:

David Slane, Caine Sussman, Janice Fera, Andrea Moore, Jen Kaiser, Jenn Ostrom

Other attendees: Gary Yee, Doug Conlee

I. OLD BUSINESS

A. **DONE:** Minutes of October 18, 2012 were approved.

B. **FINANCIAL REPORT:** Treasurer Andrea Moore reported a bank balance of \$10,151.94
(which includes the \$1500 garden club grant money).

C. “Needs Assessment” Survey

1. 20 staff members and 46 parents completed the online survey.

a. **TO DO:** Contact Dutch Brothers coffee to secure a \$25 gift card as
“random drawing” enticement. Caine: Select a name randomly; Janice:
use email/phone# to contact winner.

D. Grants/ External [definition: grants that the BEF applies for]

1. Board discussed the HUGE importance of strong faculty leadership on all future grants.

2. Auburn Garden Club grant needs a faculty leader to push the project through to
completion. **TO DO:** Janice to email Gary Yee reminding him of the need to assign a
Bowman staff member to champion this project who will create a schedule of tasks and
materials, and coordinate this effort with the volunteers and other interested teachers.
Mr. Rick offered to help round-up middle school student labor, and Recology offered a
free dumpster.

a. Dave suggested we consider hiring out some maintenance work via the
school’s contracted landscape maintenance team. Jenn suggested
contacting the Turiachi family whose business is landscape maintenance.

3. Parent Nicole McCormack and Ian Byerrum have been discussing writing a technology
grant proposal. Ongoing.

4. Futures: Several parents and teachers have expressed interest in helping with grant proposal writing, including Nicole McCormack, Mrs. Keenan, and Mrs. Musleh, Gary Yee and Don Brennan.
- E. **Grants/Internal** [definition: grants that the BEF gives to Bowman teachers]
1. Board again discussed the importance of faculty ownership on all grants.
 2. TO DO: Need to select guidelines, create form(s), and publish it on the website. Use Auburn Educ Foundation's process as an example.
- F. Web Designer needed. Bob Fera will continue to host our site, but we need a better website.

II. NEW BUSINESS

A. New Projects and Fundraisers:

1. Winter Music Programs – refreshments/dessert bar (5 nights). Janice has been tracking volunteers who can serve and/or bring goodies. Andrea will seek additional BEF-friendly parents for help at the tables.
2. Spring Fundraiser event brainstorming session was very productive! Theme: **“Cinco BEF Mayo”** -- with a Mexican/Southwest theme. Date: April 26 or May 10 or 11. Location: Winchester Pool House.
 - a. Dave to check dates with Winchester. Doug to research food options. Andrea to research Sierra Nevada beer donation. Jen to request volunteers via the Bulletin.

B. Alumni outreach – need ways to find and retain alumni as BEF supporters.

C. Long-term planning -- *postponed until future meetings*

1. Donations: Dorothy Lowery will work on long-term donation requests from places like Sunsplash, Disneyland, ARD, PlacerArts, Aub Symphony, Mandarin Festival, etc. for future fundraisers.
2. Advertising: Facebook page has 47 “likes”. Thanks to Andrea and Jen Kaiser for managing this, and Bob Fera for hosting and managing our website.
3. PTO: Jen Kaiser will continue to attend PTO meetings and keep them updated on BEF activities.
4. Bowman Newsletter: ONGOING: Jen Kaiser will contribute BEF notices in the bulletin via Carol Wood every two weeks.
5. PR: Possible “Marketing Plan” by Sierra College students – Janice will pursue this.

*** NEXT MEETING: THURSDAY, Jan. 17, 2013, 5-6:30pm, in the Bowman Library ***

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 6:40pm.

Dated: November 29, 2012.

Janice Fera, Secretary