



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
April 11, 2013, called to order at 5:06pm, in Auburn, California.

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

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

Other attendees: Doug Conlee, Ian Byerrum

I. OLD BUSINESS

A. Minutes of March 21, 2013 were approved.

B. FINANCIAL REPORT: Treasurer Andrea Moore reported expenditures against AGC Grant funds: *\$350 for lumber and about \$350 for other items, leaving \$815 (of \$1500 to begin with).*

C. **External Grants** [Grants that the BEF applies for]

1. Auburn Garden Grant 2012: Work day planned for April 20th. Good parent participation pledged already. Thanks to Celli Baker for organizing. **TO DO: Janice will make small flyers about AGC Plant Sale for Donna to hand out to volunteers.**
2. *[Janice forgot to mention at the meeting that Donna Carroll gave the BEF a very good draft of the grant completion document. **TO DO: Janice will type and circulate.**]*

II. NEW BUSINESS

A. BEF Grants to Teachers - 2013

1. Grant request: Teacher Ian Byerrum presented a request on behalf of the grade 2-6 teaching team for black plastic keyboard covers for each computer in the Tech Lab to encourage better typing skills (qty=35). Approx. \$380. Discussed and voted APPROVED by Board. Caine will notify him. **TO DO: Need to publicize this on BEF website, Facebook, and ConnectEd, and Bowman Bull newsletter-- although possibly we should wait a couple more days for items in (3) to be resolved.**
2. NOTE: Written grant proposal from Coach Joe Swope for a BOSE wireless system for the MP (\$300) has been received. Board will consider this request next month when he can hopefully attend.
3. IN PROGRESS: Dave and Caine gave Gary Yee the two applications we heard last month (Kam and Lavalleur) to review with Shelly Saunders for possible Ackerman District funding, and Gary's signature; awaiting reply. If not funded by the District, then the BEF will consider these grant requests.
4. **TO DO: Caine will re-edit the grant forms to clarify our process, deadlines, etc. and circulate. Janice will post on BEF website.**

B. Cinco de Mayo Spring Fundraiser, Mexican/Southwest theme. April 26, 5:30-10pm

1. **FOOD COMMITTEE:** Doug continues to fine-tune the food and beverage selections. His team will setup Friday 4/26 at 2pm. Outstanding plan – thank you, Doug!
2. **Site/Permits: DONE:** Janice verified with Kyle Bodyfelt/Winchester we are definitely renting Winchester’s gas BBQ (located in the outdoor shed). Dave also spoke with him – no issues. **TO DO: Dave will secure alcohol permit from ABC.**
3. **Tickets:** Only 36 tickets remain. Received one “Cancun” Sponsorship from Goodwin & Alexander Law Offices. Thank you VERY much!! **TO DO: Andrea will ask how they’d like to be acknowledged (sign, website, etc.) If the weather looks good, we’ll release 25 additional tickets 7 days before event.... Tbd.**
4. **CHILDCARE:** Andrea is tracking kid headcount for AR-FC, currently around 10.
5. **DÉCOR:** Jenn Ostrom reported a \$150 donation of table centerpieces from Home Depot. Janice put their logo on the website. Jenn and Sara Aroz are making tissue paper floral decorations also. A HUGE thank you to the Aroz Family for their donation of tables and chairs! **TO DO: Make/order signs for roadway directions, “reserved parking” and “donor appreciation” (plus dozens of other planning and coordination items too numerous to list) – Jenn Ostrom**
6. **AUCTION Committee:** Heather Mauel emailed a “preview” of auction items, and Andrea circulated it with several Bowman families. Board discussed breaking apart some of the “baskets” to provide a few lower-priced options for attendees to bid on. **TO DO: Add piñatas and cacti to the master auction list – Andrea/Heather.**
7. **Cashiering:** Dave volunteered his wife, Caryn Slane, to head up the post-auction cashiering. Holly Van Doren also will help. **TO DO: need coordinated plan for cashiering/record-keeping for the auction(s). Janice will circulate the plan used at Okto as a baseline and request comments.**
8. **Logistics/Day-Of coordination – TO DO: Janice will maintain volunteer spreadsheet and track logistics including Thurs 4-6pm setup, day-of setup 2-4pm, day-of sequence, and Saturday 9am-? clean up.**
9. **DJ:** Rick Tracewell is available to take music requests. **TO DO: Balance of \$200 due 3 days before event – Andrea. TO DO: Janice will provide DJ with schedule of events and auction item list before event.**
10. **Marketing:** New banner now has a sombrero. Jenn and Caine passed out flyers at pickup last Wednesday. Next week, Don Brennan offered to wear a sign at pickup, “Got Cinco de Mayo Tickets?”. Caine wrote a Connect-Ed message for Gary for 4/14.

NEXT MEETING: THURSDAY, May 16, 2013, 5-6:15pm, 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 6:35pm.

Dated: April 11, 2013 (*revised items: I.B and II.B.8, April 14, 2013*).

Janice Fera, Secretary