



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 August 15, 2013, called to order at 4:08pm, in Auburn, California.

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

Caine Sussman, Janice Fera, Jen Kaiser, Chad Bender

Other attendees: Doug Conlee

I. OLD BUSINESS

A. Minutes of June 20, 2013 were approved.

B. Financial Report

1. Chad presented a summary of expenses and revenue since May 1st, and a Balance Sheet showing our bank balance of: \$14,246.61.

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

1. Auburn Garden Club Grant 2012: Two final outstanding bills were discussed and moved/2nd to pay in full. **TO DO: Follow-up with Gary to determine status of redwood installation.**

D. Cinco de Mayo Spring Fundraiser leftovers

1. **Complete?: Jenn Ostrom will send a thank you note to Home Depot for donated decorations; Dave will send out notes to his generous donors.**

2. **TO DO: Doug is still missing a few serving utensils; Board moved/2nd to pay for replacement implements.**

II. NEW BUSINESS

A. BEF Grants to Teachers – updates, positive reports

B. Insurance

1. DONE: Policy in place as of August 1st.

C. Annual Meeting

1. DONE: Chad was unanimously voted into Treasurer role (2 year term).

2. Board moved/2nd to modify the date of the Annual elections to May in our Bylaws instead of August.

3. Since Dave and Jenn missed the meeting, we postponed electing officers until next month. Terms held by Jen, Jenn, and Dave are up for re-election.

D. Marketing

1. 12 responses received so far from back-to-school packet. Jen Kaiser to follow up.
2. Board approved making 500+ copies and distributing neon BEF flyers to teachers for hand-delivery to parents during Back To School night(s). **TO DO: Janice will use Caine's recent letter for text, Jen will Xerox and distribute ASAP.**
3. Board will host a "BEF Table" to answer questions and drum up support for the Foundation during Back To School nights. Doug/Dave will man the table. Janice will hang the BEF banner.
4. **TO DO: Jen will compose a BEF blurb for the Bowman newsletter and hand-off to Carol Wood.**
5. Caine suggested 1/3 sheet reminders to go home each Monday prior to BEF meeting. Minimal cost, hopefully bring in a few new volunteers.

E. Next Fundraiser(s)

1. Need input and ideas regarding format/location for Spring Fundraiser from Bowman families. Need to avoid DC Club trip April 12-18. *[Discussion will continue at next meeting]*
2. Board discussed the benefit of continuing to host a Fall Fundraiser. Oktoberfest 2012 was fun, well-attended, and raised a nice sum of money.
3. New ideas including a membership drive, with a nice dinner out for \$500/\$1000 sponsors. Other ideas included a "Buy A Brick/Tile". *[Discussion postponed until next meeting]*

NEXT MEETING: THURSDAY, September 19, 2013, 3-4:30pm, 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 5:30pm.

Dated: August 15, 2013

Janice Fera, Secretary