



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 February 7, 2013, called to order at 4:10pm, in Auburn, California.

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

Caine Sussman, Janice Fera, Jen Kaiser (Dave Slane arrived just prior to adjournment)

Other attendees: Don Brennan, Doug Conlee, Susan Boyme

I. OLD BUSINESS

A. **DONE:** Minutes of January 17, 2013 were approved.

B. **FINANCIAL REPORT:** Janice reported we received a check from United Way for \$51.11 for the "California Capitol Region". Treasurer Andrea Moore is on vacation – no report.

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

1. Janice relayed a message from Donna Carroll that the work being performed under the \$1500 Auburn Garden Club grant is moving along, including weeding, and ordering dirt and lumber. Shelly Saunders will submit expense reimbursements to the BEF as they accrue. They will need an adult "volunteer day" later this Spring. TBD.
2. New Grants: *Postponed until future meetings. [Several parents and teachers have expressed interest in helping with grant proposal writing, including Mrs. Keenan, and Mrs. Musleh, Gary Yee and Don Brennan.]*

D. **Grants/Internal** [Grants that the BEF awards to Bowman teachers]

1. Caine submitted an Application form and a Project Completion form for the Board to review, unofficially approved without substantive changes. The Board requested Caine create the third and final form (Guidelines) and we'll review/approve all three at our next meeting in March when Jenn and Andrea are back.
2. Janice brought up a request from Coach Joe Swope for a BOSE wireless system for the MP. Board will consider this request as soon as forms are approved.

E. **Banner:** Janice found the artwork and will order the free banner from Auburn Printers (a dupe of our original). Susan Boyme also offered to help chase this deliverable if needed.

II. NEW BUSINESS

A. New Projects and Fundraisers:

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

2. FOOD COMMITTEE: Doug presented an exciting, authentic menu which will cost approx. \$7/plate. Bar will include margaritas (cube ice), beer, and wine. He has obtained numerous donations from local businesses (Chevy's, Maria's, Longhorn Meat, Sierra Nevada beer, and Raley's \$25). He also has arranged for several friends/parents to be day-of food servers and bartenders.

TO DO: NEED TO SECURE ALCOHOL PERMIT FROM ABC.

3. SITE COMMITTEE: Several BEF members visited site 1/24/13, discussed décor, and parking. Janice emailed concerns/questions to Winchester CC manager, Kyle Bodyfelt. All answers were acceptable, and we'll rent their gas BBQ for \$50.

4. COSTS: Rental of room plus professional cleanup: \$350. SPECIAL THANKS to the Slane Family who are donating the deposit money!!! Thank you Dave!

Ticket price \$25 each, plus drinks. Monica Wilson suggested (via email) a reduced \$ sponsorship levels for this event, perhaps based on cities in Mexico.

TO DO: NEED TO FINALIZE SPONSORSHIP LEVELS AND PUBLICIZE.

5. ENTERTAINMENT: Sara offered a referral on a DJ last month. Heather Dwelle suggested (via email) hiring a salsa instructor (she will follow-up on this, per Janice).

TO DO: NEED TO CONFIRM AND BOOK A DJ.

6. CHILDCARE: Jen Kaiser confirmed with Leo @ AR-FC for \$10/child includes pizza from 5pm – 10:30pm.

7. COMMUNICATIONS (Invitations, ticket sales, greeters): (Andrea) DONE: "Save The Date" flyer distributed by Andrea/Sara/Jen K. Three replies so far with donations or to volunteer.

8. DÉCOR: Jenn Ostrom and Sara Aroz – no report. Caine offered to organize the teachers' décor projects (3 kindergarten piñatas, 4 or 5 cacti, etc.)

TO DO: NEED AN ESTIMATED DECORATING BUDGET

10. AUCTION Committee: (Janice) DONE: created generic donation letters. TO DO: Jen Turner, Dorothy Lowery, Renata Macintosh and others will continue trying to obtain donations. Don will work with teachers to create events/outings that can be auctioned off.

TO DO: NEED SOMEONE TO WORDSMITH DONATIONS AND MAINTAIN AUCTION SPREADSHEET

11. PR : Susan Boyme offered to do PR work for this event. Thank you!

Logistics/Day-Of coordination; Art/Banners... *We need volunteers....!*

B. COMMUNICATIONS/ ONGOING: Jen Kaiser and Caine will take additional steps to raise the profile of BEF with teachers and parents via the weekly internal "BULL-etin" and the outside marquis.

NEXT MEETING: THURSDAY, March 21, 2013, 5-6:00pm, 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 5:05pm.

Dated: February 7, 2013.

Janice Fera, Secretary