



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
January 17, 2013, called to order at 5:05pm, in Auburn, California.

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

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

Other attendees: Don Brennan, Doug Conlee

I. OLD BUSINESS

- A. **DONE:** Minutes of November 29, 2012 were approved.
- B. **FINANCIAL REPORT:** Treasurer Andrea Moore reported a bank balance of \$10,736 (includes \$1500 garden club grant money).
- C. Winter Music Dessert Bars (5 nights) was a success. Positive feedback from parents, teachers, and staff. Raised \$750. Thanks to Tracy Kenoyer and all the parent volunteers.
- D. **Grants/ External** [Definition: Grants that the BEF applies for]
 - 1. Gary Yee has graciously offered to take over project management of the Auburn Garden Club grant. Janice has turned over copies of all related documents to him and Shelly Saunders including the proposal, budget, and updated BEF expense reimbursement form and process. The BEF is still responsible for writing the completion report.
 - 2. Futures: Several parents and teachers have expressed interest in helping with grant proposal writing, including Mrs. Keenan, and Mrs. Musleh, Gary Yee and Don Brennan. *Postponed until future meetings.*
- E. **Grants/Internal** [Definition: Grants that the BEF awards to Bowman teachers]
 - 1. Board reviewed and discussed sample grant forms (application, guidelines, and completion document). We are in agreement that we'd like to keep the guidelines non-restrictive for flexibility (at least initially) and to make the process as easy as possible for the teachers. We also agreed that every proposal needs to have a faculty sponsor in order to be considered. **TO DO:** Caine to create our own version of these documents and circulate to the Board for comments prior to next meeting.
- F. **Banner:** Dave will order the free banner from Auburn Printers (a dupe of our original).
- G. **Web Designer needed.** Bob Fera will continue to host our site, but need an updated web page.

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 a balanced, authentic menu which will cost approx. the same per person as the Oktoberfest dinner. Bar will include margaritas (cube ice), beer, and wine.
3. **SITE COMMITTEE**: Winchester Pool House has max people inside of 105, but if weather is good we can spill outside onto the deck. **TO DO**: Janice will circulate site rules documents. Dave will schedule a **SITE VISIT on Thurs. 1/24, 4pm**. All are welcome to attend.
4. **COSTS**: Rental of room plus professional cleanup: \$350. Ticket price \$25 each, plus drinks. Board agreed to offer Doug's servers a few ½ price tickets to encourage participation.
5. **ENTERTAINMENT**: No outdoor music. Will search for a DJ (a band will be too loud inside there) with Spanish selections with a "party/dance sound". **TO DO**: Caine to follow up with Sara Aroz to get name/contact info for her DJ.
6. **CHILDCARE**: Jen Kaiser will arrange with Leo at AR-FC (*confirmed 1/18: \$10/child includes pizza from 5pm – 10:30pm*).
7. **COMMUNICATIONS** (Invitations, ticket sales, greeters): Andrea will chair these tasks. She offered to create a "Save The Date" document also asking for volunteers and donations.
8. **DÉCOR**: Jenn Ostrom and Sara Aroz
10. **AUCTION Committee**: Janice Fera. **TO DO**: generic donation letter.
11. **Logistics/Day-Of coordination, and Art/Banners/Press Releases**: *Need volunteers!*

B. Theatre Arts Performance of "Oliver" (Feb. 14&15): BEF board decided to pass on hosting a Dessert Bar for the event this year.

C. Communications: Long term goal: raise BEF profile with teachers, parents and alumni. Jen Kaiser found 2 new places where BEF information could be posted to keep teachers and staff better informed. She will add that to her other school updates (PTO, Bowman Newsletter). Facebook page has 58 "likes". Thanks to Andrea and Jen Kaiser for managing this, and Bob Fera for hosting and managing our website.

D. [Not on Agenda] Janice reported that parent Ami Stroud asked (via email) if the BEF would consider working with a faculty member to create, administer, and evaluate responses to a student-version of the Needs Assessment. After some discussion the Board decided not to take action on this request at this time.

Our usual meeting date next month falls during Presidents' Vacation, and the preceding week is Valentine's Day, so we opted to move the meeting up to Feb. 7th, and start 1 hour earlier to accommodate schedules.

NEXT MEETING: THURSDAY, Feb. 7, 2013, 4-5:30pm, 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 6:30pm.

Dated: January 17, 2013.

Janice Fera, Secretary