



## 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  
June 20, 2013, called to order at 5:10pm, in Auburn, California.

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

Caine Sussman, Janice Fera, Jen Kaiser, Jenn Ostrom, Dave Slane, Chad Bender (phone)

Other attendees: Ian Byerrum, Hillary Albrecht

### I. SPECIAL PRESENTATIONS (new BEF Grant Requests):

- A. Ian Byerrum : Adobe software suite for Tech Lab
- B. Hillary Albrecht: Spanish instructional materials – middle school elective
- C. Caine Sussman: Extron “VoiceLift” audio amplification system for his classroom

Following the presentations, the board discussed each of the proposals in great detail.

The board voted to approve item “B” (subject to Bowman providing the teacher salary/stipend).  
The board voted to approve item “C” (with Caine and Chad abstaining).

*Via email 6/24/13): Caine submitted an application for a grant with Extron for a VoiceLift system.*

*Via email (6/27/13): Board determined that TechSoup licenses cannot be given to the school for their use... hence the board voted via email to deny item “A”.*

### II. OLD BUSINESS

- A. Minutes of May 16, 2013 were approved.
- B. FINANCIAL REPORT: No report given. **TO DO: Handoff of treasurer materials (Dave/Chad)**
- C. External Grants [Grants that the BEF applies for]
  - 1. Auburn Garden Grant 2012/13: DONE: Completion document and budget written, circulated, and approved. **TO DO: Pay Bowman Charter School for outstanding bills (Chad/Dave/Janice).**
- D. M.I.T and “Student of the Year” Awards.
  - 1. DONE: Jen Kaiser managed this project with Auburn Trophies; Dave presented awards during graduation and retirement luncheon. Discussion: consider a savings bond or

other gift, paired with a less expensive “award” next year.

E. Cinco de Mayo Spring Fundraiser/ Final details

1. **DONE:** Janice generated a couple dozen thank you’s -- sadly missing any specifics from the auction team. **TO DO: Jenn Ostrom offered to send a note to Home Depot for decorations; Dave will send out notes to his generous donors.**

2. *DONE (via email): Bob Fera compiled and circulated an Income Statement for the event based on records received. Event earned \$9135.66.*

**3. TO DO: Doug is missing a few BBQ serving utensils; Dave offered to look for them in the Winchester kitchen.**

F. Marketing Plan

1. Sierra College marketing students shared their marketing plan for the BEF. Janice circulated an executive summary via email. Board voted to reward the team with gift cards. **TO DO: Janice will purchase (4x\$5) and mail them.**

### III. NEW BUSINESS

A. BEF Grants to Teachers

1. **APPROVED:** Caine created and circulated a BEF Grant Acceptance/Denial form.
2. **DONE:** Janice submitted registration paperwork to TechSoup, purchased QuickBooks/Mac for Chad.

B. August Meeting planning

1. Annual insurance renewal is due 8/1/13. **TO DO: Janice to confer with agent, create ad hoc committee and select new policy.**
2. Annual elections (per bylaws) occur in August. Terms held by Jen, Jenn, and Dave are up for re-election. Chad can be formally voted into Treasurer role at this meeting. Janice and Caine have one more year each in their terms. Dave regrets he is not able to continue as President given his work/travel schedule.

C. Next Fundraiser(s)

1. Board discussed the feasibility of another Fall Fundraiser, and decided to pursue a different plan than a BBQ/auction format.
2. New ideas included a membership drive, with a nice dinner out for \$500/\$1000 sponsors. Other ideas included a “Buy A Brick/Tile”.
3. Need input and ideas regarding format/location for Spring Fundraiser from Bowman families. (pending further discussion)

**NEXT MEETING: THURSDAY, August 15, 2013, 4-5:30pm, in the Bowman Library (no July mtg)**

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 7:03pm.

Dated: June 20, 2013

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Janice Fera, Secretary