



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
March 21, 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, Sara Aroz, Heather Mauel, Donna Lavalleur, Kathleen Kam

I. OLD BUSINESS

- A. Minutes of February 7, 2013 were approved.
- B. FINANCIAL REPORT: Treasurer Andrea Moore reported bank balance of \$10,692, including \$1500 of AGC grant monies. IRS990N and CA 199N have been filed for 2012 via e-postcards.
- C. **External Grants** [Grants that the BEF applies for]
 1. Auburn Garden Grant: Nothing new to report per Janice.
 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, Don Brennan, and parent Gloria Merck.]*

II. NEW BUSINESS

- A. BEF Grants to Teachers - 2013
 1. Grant request: Teacher Donna Lavalleur presented a request on behalf of the 2nd grade teaching team for hard-cover dictionaries and thesauruses for each student (qty=75).
Approx. \$2000
 2. Grant request: Teacher Kathleen Kam presented a request for a one-year subscription to an online STEM-based earth sciences curriculum "Tectonic Fury" a subset of a package called "Jason". Need 30 seats (students will work in pairs) plus a teacher workbook.
Approx. \$375
 3. NOTE: Written grant proposals from Coach Joe Swope for a BOSE wireless system for the MP (\$300) and from Technology teacher Ian Byerrum for keyboard covers for typing improvement (\$300) were received. Board will consider these requests next month when these teachers can hopefully attend.
 4. TO DO: Dave will try to speak with Gary prior to Spring Break to discuss these 4 requests. Caine will edit the forms to clarify our process, deadlines, etc. and circulate.
 5. Board agreed to allocate \$5000 maximum for teacher grants for 2012-2013. The amount for 2013-2014 is TBD. This keeps some money in the bank for insurance and other expenses.

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

1. **FOOD COMMITTEE:** Doug presented an exciting, authentic menu which will cost approx. \$8.50/plate including dessert. Expected to easily feed 110-125 people. Numerous donations have kept costs very low – thanks Doug! Alcohol to cost \$500. Will charge for drinks (\$5/margaritas, \$4/beer or wine). Water will be avail; coffee will be donated by Dutch Brothers (thank you Heather and Jeremy Mael).

TO DO: Dave will verify we are definitely renting Winchester's gas BBQ (where is it?)

TO DO: Dave will secure alcohol permit from ABC.

2. Invitations sent home this week. Ticket price \$25 each. Over 30 tickets sold/spoken for already. No takers yet on the Sponsorship tables.

NEED SIGNS: DIRECTIONAL, RESERVED PARKING -- ???

3. **DJ:** Last month, three board members (Caine, Janice, Dave) met with Milestones DJ (Rick Tracewell) at the site, discussed the event, and hired him with a deposit of \$200, with balance of \$200 due 3 days before event. He will perform MC and auction duties as well.

4. **CHILDCARE:** Janice created a new BEF phone number via Google Voice. She will forward incoming voicemail reservations to Andrea who will track kid headcount for AR-FC.

5. **DÉCOR:** Jenn Ostrom and Sara Aroz presented their plan including bright-colored balloons and floral centerpieces. Several BEF members visited site last week and approved the revised plans with Winchester manager, Kyle Bodyfelt. We plan to remove most of the furniture and bring in tables+chairs, linens, etc. \$550. A HUGE thank you to the Aroz Family for their donation of tables and chairs!

6. **AUCTION Committee:** Heather Mael has assembled a team (including Jen Turner, Renata Macintosh, Stephanie LaBrecque). They plan to create “baskets” of multiple items. We will use our DJ, Rick, to live auction the teacher-events and vacation rentals. Heather offered to create bid sheets and high bidder receipts, and wordsmith other donations.

NEED CUTOFF DATE FOR DONATIONS TO AVOID LAST MINUTE STUFF

7. Dave volunteered his wife, Caryn Slane, to head up the post-auction cashiering.

NEED A COORDINATED PLAN FOR PAYMENT/RECORD-KEEPING

8. **Logistics/Day-Of coordination** – Janice will maintain volunteer spreadsheet and track logistics including setup, day-of sequence, and Saturday clean up. Setup Thursday after school; cleanup Saturday 9am.

9. New banner arrived and is hanging on front fence.

10. New BEF website approved by Board. Awesome job by Alex Fera!

NEED UPDATED BOARD PHOTO FROM MICHELLE NICHOLS

NEXT MEETING: THURSDAY, April 11, 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 6:45pm.

Dated: March 21, 2013.

Janice Fera, Secretary