



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
May 16, 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, Jen Kaiser, Jenn Ostrom

Other attendees: Doug Conlee, Tara McConnell, Allison Yee, Andrea Moore

I. OLD BUSINESS

A. Minutes of April 11, 2013 were approved.

B. FINANCIAL REPORT: No report given. Treasurer Andrea Moore resigned effective May 1st, 2013. Ms. Moore was commended on her service to the BEF. The Board has begun advertising the vacancy in the school bulletin and is reviewing applications.

5/22/13: Board members convened 7:45am in Room 8 (Sussman, Kaiser, Fera, and Ostrom present) interviewed treasurer applicant, and voted unanimously to appoint Chad Bender as our new Treasurer. Welcome!

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

1. Auburn Garden Grant 2012/13: Good parent participation during the Spring Work Day. Janice arranged with Gary Yee and PTO to invite AGC members to Open House and BBQ on 5/24/13. Board approved payment of \$128.61 for overtime/labor for Donna Carroll. **TO DO: Janice will complete write-up of grant completion document, obtain bookkeeping info from Shelly/Business Office (NOTE: all monies have been spent now), and submit to AGC.**

D. M.I.T and "Student of the Year" Awards.

1. IN PROGRESS: Plaques are ordered for the two students. Jen Kaiser volunteered to manage this process to completion with Auburn Trophies.
2. *Via email 5/21/13: Board decided to modify the MIT (Most Inspirational Teacher) award this year instead of having students vote – details to come).*

E. Cinco de Mayo Spring Fundraiser, April 26, 5:30-10pm

1. Board reviewed and discussed survey results (22 replies). Successful event, raised over \$8000.
2. Special Thank You's: Jen Kaiser prepared special thank you baskets for Doug, Sara, and Heather for their outstanding help with this event – thank you, Team!

3. Final details:

- a. **TO DO: Janice requested but has not received a donor list from Heather/Auction Committee for thank you's. Jenn Ostrom requested a note for Home Depot (need the contact name).**
- b. **TO DO: Per Dave, Caryn Slane volunteered to help resolve any questions about auction items or cashiering.**
- c. **TO DO: Caine offered to coordinate delivery of Sesame Street Live tickets to the two winners. If there are any leftover tickets, we agreed to raffle them off.**
- d. **TO DO: Doug is missing a few kitchen serving utensils; we need to return a couple Winchester implements and pickup the magnolia tree with pot that wasn't sold.**

F. Marketing Plan

1. Sierra College marketing students are finishing up a new marketing plan for the BEF. Presentation scheduled for 5/21/13.

II. NEW BUSINESS

A. BEF Grants to Teachers

1. Grant request: Teacher Allison Yee presented a grant application for performance risers. Existing risers are unsafe for holding middle-school students, and lack proper back rail safety bars. Proposal is for the cost to be split evenly between BEF, PTO and Ackerman School Board. Amount requested: \$1754.82. Discussed and voted APPROVED by Board. Caine will notify her. **TO DO: Need to publicize this grant and Ian Byerrum's Tech Lab keyboard covers on BEF website, Facebook, and ConnectEd, and Bowman Bull newsletter (Jen Kaiser).**
2. COMPLETE: Proposal submitted by teacher Kathleen Kam has been approved by Ackerman School District for funding.
3. COMPLETE: Caine edited the grant forms (Version 4). Revised forms on BEF website.
4. NEW: Caine conferred with Ian Byerrum about applying to Techsoup for discounted software licenses. **TO DO: Janice to submit registration paperwork to TS.**

B. Next Fundraiser

1. Board discussed the feasibility of another fundraiser this Fall. Several members favor another Oktoberfest party, since the last one was such a success. Others in attendance favor waiting longer before having another event. Tentative date Oct.11, 2013. Discussion to be continued at the June meeting.

NEXT MEETING: THURSDAY, June 20, 2013, 5-6:30pm, 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 6:55pm.

Dated: May 16, 2013 (*revised 5/23/13*)

Janice Fera, Secretary