



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 August 14, 2014 called to order at 5:34pm, in Auburn, California.

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

Dave Slane, Chad Bender, Janice Fera, Christopher Barr, Irish Chapman, Jen Kaiser, Jenn Ostrom.

Others in attendance: Gary Yee, Superintendent, Kelly Graham, Principal

I. OLD BUSINESS

A. Minutes of July 24, 2014 were approved (CB/JF).

B. Financial Report (Chad)

1. Summary of last month's expenses and revenue given. Balance: \$9,333.49

C. Correspondence (Janice)

1. grant completion documents (Sussman, Kindergarten team)
2. list of books purchased using UAIC grant

D. Oktoberfest Fundraiser (Jenn) Saturday, Sept. 27, 5:30-10pm. Tickets \$30 each.

1. **DONE:** Liquor procurement. Caterer. Band. Banner.
2. **DONE:** Childcare at Kids Club: \$10 including pizza, 5-10:30pm. (Jen)
3. **TO DO:** Because Wi-Fi or cellular service at site is spotty, research store&forward payment processing system (Chris).
4. **TO DO/Reminder:** Each Board member will provide/procure at least 2 auction items. If you solicit items, please send summary to Jenn so we don't duplicate effort. (All)
5. **TO DO:** Create and distribute event flyers in all backpacks Monday 8/18
6. **TO DO:** Ticket sales begin during Back2School night 8/19 and 8/21 with card reader and cash box. (Chad, Irish, et al)
7. **TO DO:** Acquire ABC liquor permit from Nevada County Sheriff and Sacto (Chad).
8. **TO DO:** Classroom craft: "Themed Baskets". One per grade level. Procure baskets and coordinate (Dave, Chad). Ice cream party for class with highest \$\$\$ raised during auction.
9. **TO DO:** Need event info added to bulletin blurb for Tuesday 9/2 distribution.
10. **DONE:** Updated website and Facebook to include info about event. Sent email blast to 160+ families/teachers. Cancelled plan to sell tickets online. (Janice)

E. Communications

1. **TO DO:** BEF needs a committed teacher/staff liaison to communicate our interests back to the school community and coordinate projects.
 - a. **TO DO:** Until this person is chosen, we respectfully request a BEF Board member attend a staff meeting in late August to enlist teacher participation for classroom craft project (Themed Baskets), in hopes of encouraging parent participation at the auction.

F. Grants from BEF to Bowman Teachers

1. **TO DO:** Need “Grant Completion Document” form from Albrecht (2013-14 Spanish curriculums).
2. **TO DO:** Request from Caine Sussman to purchase a spare light bulb (\$200) as a component of his 2013-14 approved grant request. *Postponed due to lack of time until next meeting.*

G. External Grants -- applied for by BEF -- *Postponed due to lack of time until next meeting.*

1. UAIC (United Auburn Indian Community): Reimb requests sent from Bowman to BEF; we have reimbursed \$3394.86 to date. **TO DO:** Janice to follow-up with grantor.
2. Wells Fargo:
 - a. Discussion: Caine Sussman requested microscopes and slides for both 4th grade classrooms (\$1200). Although we wish the \$\$\$\$ amount was closer to \$2500, Chris will speak with his contacts to determine if it is a viable request.
 - b. A very comprehensive “Financial literacy” learning package is available through “handsonbanking.org”. Not sure how that could translate into an elective ... or a grant request. Need a Bowman staff member to champion this idea, if interested/viable.

II. NEW BUSINESS

- A. **In Progress:** D&O and Liability Insurance policies up for renewal 8/1/2014. Paperwork submitted, need to resolve car/liability clause. Annual premium: \$1062 (Chad, Janice)
- B. Membership Ideas discussion: offer pizza at meetings, create membership drive, solicit “Minutemen” helpers.

NEXT MEETING: THURSDAY, September 11, 2014, 5:30-7:00pm, in the Bowman Library.

NOTE: One week earlier than usual to accommodate work/life schedules.

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 7:10pm.

Dated: July 24, 2014

Janice Fera, Secretary