

Agenda

Bowman Education Foundation – Board Meeting August 2, 2018

Meeting called to order at 5:37PM

Attendees: Billy Cunningham, Nicole Spencer, Kelly Graham, Danielle Winstead, Jessica Ornelas, Tracy Grace

Old Business

Approve May 2018 minutes – minutes approved by Nicole and Jessica

New Business

- Back to School Night (week of 8/20)
 - Half hour session in gym for Kelly to address parents before class sessions start
 - Nicole will have 1-2 minutes to talk and recruit members, discuss BEF
 - Nicole to mention any parents who can't volunteer their time can donate items for auction
 - Nicole will pass out clipboards to parents while Kelly is talking
 - Have a Thank You table with cookies near gym exit for parents to sign up who missed the clipboard.
 - Jessica will add mention of parents who signed up in Sunday newsletter and mention any open spots that need to be filled
 - Each classroom (TK-7) to designate a parent/person to attend BEF meetings and report back to class for fundraisers and other events
 - Classes assigned fundraising event in April and May can be fronted money by BEF to pre-plan and execute event and can reimburse BEF later
 - Teachers to ask parents at Back to School Night for volunteer to be class representative
 - Danielle to send Kelly an email with details to give to teachers for Chipotle Nights and parent representative info (Kelly meets w/teachers on Mon. 8/13, school starts on Wed. 8/15, back to school night starts Mon. 8/20)
 - Danielle to provide Kelly with schedule to give to teachers for fundraising nights
 - For classrooms that are not able to use funds or who don't want to participate in event, funds will go back to BEF to determine where to reallocate
- Update on catering for BEF Fest
 - Nicole to ask Laura to change menu to "Farm to Fork"

- Nicole to check with Laura to see if staff will serve buffet food
- Nicole to check with Laura to see what dishes are most popular and follow up with team to determine menu so website can be updated
- 2 appetizers, 1 salad, 1 side dish, 1 entre, 1 dessert
- Consider having BEF team pass appetizers to help with control
- New Banner to be made for BEF Fest
 - Need someone to design a new BEF Fest flyer
 - Nicole to check with Celli Baker for help
- Flyer for Event
 - Danielle to work on new flyer for event and logo for banner
 - Jessica to email temporary flyer to Danielle
- Other BEF Fest business
 - Jessica to send Kelly info on BEF classroom baskets
 - Daily alcohol license is complete with the exception of signature from APD. Dave will get this as it gets closer to event.
- Mail
 - \$200 check from Smart & Final for BEF Fest
 - Donations from several businesses for silent auction totaling \$1,400
- New email addresses for Board Members and use of GSuite
 - Jessica to set up email address for Nicole and Chris
- Nicole to update website with current donations from BEF, new menu options, email info for ticket purchases
- Nicole to check with Moonraker for beer donation
- Jessica to follow up with Knee Deep and check with Crooked Lane
- Danielle to check with Pistol Pete's for beer or wine donation

Next Meeting

- September 6, 2108 at 5:30pm