

**Lewis Center Foundation  
Minutes  
September 5, 2017**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:05 a.m.
2. **Roll Call:** Lewis Center Foundation members Donna Siegel and Marcia Vargas were in attendance.

Staff members Teresa Dowd, Jim Foley and Lisa Lamb were also in attendance. Tyler Jaramillo and Desiree Burgnon are joining the Lewis Center Foundation and were also in attendance.

3. **Public Comments:** None

4. **Consent Agenda:**

.01 Approve Minutes of August 3, 2017

On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, the August 3, 2017 minutes were approved.

5. **Discussion/Action Items:**

.01 Recruitment of Lewis Center Foundation Board Members: When recruiting new members, think about qualities that are needed and what the person could bring to the Foundation. A background in foundations or fundraising is always good. Also people from various industries from both regions. Another question was if the time and location of the meeting was good, especially since we need representation from both schools. We can possibly alternate sites for the meetings, and can definitely teleconference the meeting. Tyler and Desiree noted that they are both flexible. Marcia will speak to Bonnie Parti, who was interested in joining but cannot attend at the time and location scheduled, and see what time might be good for her.

.02 On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, Desiree Burgnon was approved as a Lewis Center Foundation Board Member. Desiree has been with AAE 10-11 years as a parent, and was with the Highway Patrol for 20 years. She is now in real estate and has been on the Victor Valley Community Hospital Foundation Board for 5 years.

.03 On a motion by Donna Siegel, seconded by Marcia Vargas, vote 2-0, Tyler Jaramillo was approved as a Lewis Center Foundation Board Member. Tyler is a 2011 AAE graduate and works with Jaramillo Financial Services.

.04 Donation/donor update: Foundation donation request letters were sent out to past donors and supporters. The AAE and NSLA will be sending a similar request letter to parents. A report of donations since the beginning of the school year was distributed. NSLA support doesn't funnel through the same way so we're currently not able to record their donations, especially by PTO. We need to make sure this happens or donors will not be included in end of year reports or invited to attend a recognition dinner. Teresa will send Desiree and Tyler access to Bloomerang, our donor tracking software.

It was asked what the Foundation is focused on regarding fundraising. The biggest need right now is NSLA capital campaign funding for construction either on a new site or on the current site. The Foundation also has 2 endowments, one for astronomy and one for aviation, and

scholarship funds. The need for a PR/marketing/fundraising person was discussed, but we need the funds to staff such a position.

**.05** Next steps: We still need to work on recruiting members so we can set our focus and develop short term and long term plans. We can get input from staff from both schools for short term needs. Both schools need recognition as Lewis Center schools. Site signs, stationery, etc. needs the Lewis Center logo included. Tyler asked if we could find out who our parents are employed by as they would be a connection to asking for donations. Tyler also suggested a student competition between both schools. Marcia thinks the timing for that isn't good due to misconceptions, and we need to build a team concept first - get to know each other, get student groups connected, get staff connected, have an annual event, etc. A good way to integrate the schools is through the GAVRT program. It was discussed to get business cards for LCF members. Teresa will send a draft out.

**.06** The next meeting scheduled for October 3 is during fall break. It was decided to meet next on November 7 at 9:00 a.m. and to teleconference the meeting so members can attend from NSLA as well.

**6. Board/Staff Comments**

**.01** Ask a question for clarification:

**.02** Make a brief announcement:

**.03** Make a brief report on his or her own activities:

**.04** Future agenda items: Fundraising event with NASA/science theme. Alien Run?

**7. Recommendations to the LCER Board:** None

**8. Adjournment:** Marcia Vargas adjourned the meeting at 11:07 a.m.