

**Lewis Center Foundation
Minutes
December 10, 2019**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:10 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Desiree Burgnon, Buck Goodspeed, Umang Patel and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Charity Frash and Tyler Jaramillo were absent.

Staff members Valli Andreasen, Matt Cabe, Michael Clark, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** Marcia Vargas announced that Matt Cabe is leaving the LCER to accept the Daily Press Editor position. She requested that he apply to be a Lewis Center Foundation Board member.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of October 15, 2019 Regular Meeting
 - .02 Approve Minutes of November 5, 2019 Regular Meeting

On a motion by Desiree Burgnon, seconded by Umang Patel, vote 4-0, Consent Agenda Items 4.01-4.02 were approved.

5. **DISCUSSION/ACTION ITEMS:**
 1. Jessica Rodriguez, LCER Board Member, was appointed to the Lewis Center Foundation Board by LCER Board Chairman Duberly Beck at their December 2, 2019 regular meeting. She will be the liaison between the boards and will report Lewis Center Foundation updates to the LCER Board.
 2. On a motion by Buck Goodspeed, seconded by Desiree Burgnon, vote 4-0, the Lewis Center Foundation Board approved Duberly Beck as a Lewis Center Foundation Board member.
 3. Officer Nominations/Elections were held.
 - a. On a motion by Umang Patel, seconded by Desiree Burgnon, vote 4-0, the Lewis Center Foundation Board nominated Marcia Vargas to be appointed Chair of the Lewis Center Foundation Board.
 - b. On a motion by Desiree Burgnon, seconded by Buck Goodspeed, vote 4-0, the Lewis Center foundation Board elected Duberly Beck as Vice Chair of the Lewis Center Foundation Board.
 4. At many fundraisers, there's a fundraising piece where specific needs are brought forward. Marcia would like the principals to define specific classroom and teacher needs, i.e. Grade Level Field Trip - \$1,000. A list will then be developed that can be handed out at events such as the Gala. Donations will be disbursed by the Foundation.

5. With the opportunity for the student trip to Chile this year, we received a large donation towards the trip. The request is to establish a Foundation fund for Global Exchange Programs which will have subaccounts designated specific exchange programs. This will also allow reimbursements for items such as host gifts.
 6. Discuss 2020 Annual Gala and Timeline: We need to get high-resolution photos of Rick and Jerry for the program. The new PR person could get proclamations and invite representatives from each city. Matt will work on reserving the Delorian. Umang is looking into a photo booth. Buck will get the awards. Silent auctions could go out electronically 1 week prior so bidding can begin.
 - a. Teresa will update the Google sponsor invite sheet with a column denoting who will make the contact. The sponsorship flyer will also be updated and will include additional specific sponsorships such as: Delorian Sponsor - \$750, Entertainment Sponsor - \$1,000, etc. These sponsorships will come with 2 complimentary tickets.
 - b. Michael Clark shared drafts of the Save the Date card. The group chose a version to use and he will send out proofs to the group. Possibly we can do a shout out at the January Victor Valley Chamber meeting, and then have invitations by February. Marcia will work with Michael, Lisa and Teresa on the Save the Date and Invitation.
 - c. The Gala Committee will meet on January 14, 2020 at NSLA.
 7. Employee Retirement Recognition – This item was tabled to the next meeting.
 8. Meeting Location – This item was tabled to the next meeting.
6. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
- a. Lewis Center Foundation Financial Reports
 1. October 2019 Foundation Balance Sheet
 2. October 2019 Foundation Savings Report
 3. Donations 2019-20
 4. LCF Board Attendance Log
7. **BOARD/STAFF COMMENTS:**
1. Ask a question for clarification
 2. Make a brief announcement – Marcia wished Matt well and thanked him for his work at the Lewis Center. Matt thanked the group for the opportunity and said it had been very enlightening.
 3. Make a brief report on his or her own activities
 4. Future agenda items
8. **RECOMMENDATIONS TO THE LCER BOARD:** The Lewis Center Foundation Board would like the LCER Board Chair to appoint Marcia Vargas as the Lewis Center Foundation Board Chair for 2020.
9. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:50 a.m.