

**Lewis Center Foundation  
Minutes  
March 3, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:06 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Desiree Burgnon, Umang Patel and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Tyler Jaramillo, Jessica Rodriguez, Charity Frash and Buck Goodspeed were absent.

Staff members Valli Andreasen, Jisela Corona, Teresa Dowd, Lisa Lamb and Toni Preciado were also in attendance.

3. **PUBLIC COMMENTS:** None
4. **SPECIAL PRESENTATIONS:** Lisa introduced Jisela Corona, our new PR & Marketing Coordinator. She has hit the ground running and is excited to be here!
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of December 10, 2019 Regular Meeting
  - .02 Approve Minutes of January 14, 2020 Special Meeting
  - .03 Approve Minutes of February 4, 2020 Regular Meeting

The Consent Agenda Items were not approved, as a quorum was not present.

6. **DISCUSSION ITEMS:**
  - .01 Discuss Congressman Lewis Portrait Unveiling Ceremony May 20, 2020 – The Congressman Lewis Portrait will be unveiled on May 20 at 12:00 p.m. in the A Building. We will be inviting the Town, elected officials, AAE PTC, NSLA PTO, and available staff and students such as Ambassadors, ASB, etc. We will plan a light reception after the unveiling with light food and include the Lewis and Piercy families. Jisela will work on the invitation. In the future we will have a replica at NSLA.
  - .02 Discuss 2020 Annual Gala and Timeline – As we're getting closer to the gala date we will start meeting every 2 weeks. The gala invitation will hopefully be back within a week, and we will send out the electronic and actual invitation by March 13. Banners are up at both schools. Duberly and Marcia will meet with AAE PTC and NSLA PTO. We discussed fundraising or doing an auction for teacher needs. Another idea is to raise \$ to cover giving all FT teachers \$400 and all PT teacher \$200 for their classroom to show teacher appreciation. Marcia, Duberly and Lisa will work on a message to staff. We also need grade level baskets and student artwork for the silent auction. Band and Colorguard are coordinating to attend the event. Teresa will get a quote for a bus. Desiree is checking with the band. Jisela is working on slideshows

of Congressman Lewis, Rick Piercy and before/after photos of the school sites. Maria asked Jisela to be the point contact for Ambassadors and ASB. Marcia will write up their duties. Be sure to send any program information to Michael Clark.

7. **ACTION ITEMS:**

.01 Approve Give Smart Proposal for Event Planning – The Give Smart proposal was reviewed. Give Smart does more than just the auction. It includes ticket sales as well as staff onsite at the event. Marcia asked Jisela to be the point contact for Give Smart. No action was taken as a quorum was not present.

8. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*

- a. Lewis Center Foundation Financial Reports
  - 1. January 2020 Foundation Balance Sheet
  - 2. January 2020 Foundation Savings Report
  - 3. Donations 2019-20
  - 4. Gala Revenue/Expense Update
  - 5. LCF Board Attendance Log

9. **BOARD/STAFF COMMENTS:**

- 1. Ask a question for clarification
- 2. Make a brief announcement
- 3. Make a brief report on his or her own activities
- 4. Future agenda items

10. **RECOMMENDATIONS TO THE LCER BOARD:**

11. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:52 a.m.