

LEWIS CENTER FOR EDUCATIONAL RESEARCH

17500 Mana Road, Apple Valley, CA 92307 (760) 946-5414 (760) 946-9193 fax

Agenda for Regular Meeting of the Lewis Center Foundation

Meeting at Lewis Center Mojave River Campus
17500 Mana Rd., Apple Valley, CA 92307
Building M Conference Room

July 11, 2017 - Public Meeting – 10:30 a.m.

1. **CALL TO ORDER:** Chair Marcia Vargas
2. **ROLL CALL:** Chair Marcia Vargas
3. **PUBLIC COMMENTS:** Members of the general public may address the Board during Public Comments or as items appearing on the agenda are considered. A time limit of three (3) minutes shall be observed. Those wishing to speak are invited to fill out a Request to Speak Card and give it to the Secretary.
4. **CONSENT AGENDA:**
 - .01 Approve Minutes of March 6, 2017
5. **DISCUSSION/ACTION ITEMS:**
 - .01 Review recruitment cards received
 - .02 Next steps
 - .03 Updates on Public Relations:
 - a. Brochure
 - b. Sponsorship Letter
 - c. LCER Board Sponsorship
 - d. Video
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
7. **RECOMMENDATIONS TO THE LCER BOARD:**
8. **ADJOURNMENT:** Chair Marcia Vargas

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by calling (760) 946-5414 x201.

Any written materials relating to agenda items to be discussed in open session are available for public inspection prior to the meeting at 17500 Mana Rd., Apple Valley, CA.

Lewis Center Foundation

Meeting Minutes

March 6, 2017

1.0 CALL TO ORDER:

The meeting was called to order by Donna Siegel at 9:08 am

2.0 ROLL CALL:

Members present: Donna Siegel, Kevin Crosson, and Marcia Vargas

Members absent: None

Staff members Lisa Lamb, Teresa Dowd, Rena Payne, Wes Kanawyer, Valli Andreasen, Paul Rosell, Bud Biggs, Ryan Dorcey, and Pat Caldwell were also in attendance.

3.0 PUBLIC COMMENTS: None

4.0 CONSENT ITEMS:

.01 Approve Minutes of February 15, 2017.

On a motion by Kevin Crosson and seconded by Marcia Vargas, vote 3-0 Consent Item 4.1 was approved.

5.0 DISCUSSION/ACTION ITEMS:

.01 Plan fundraising

- Pat Caldwell shared attached Fund Development & Fundraising PowerPoint presentation.
- Pat Caldwell stated a lot of the statistics in the PowerPoint are from National Center For Charitable Statistics (NCCS.Urban.org), Non Profit News, The Foundation Center, and Urban Institute Fundraising Effectiveness Survey Report.
- Pat Caldwell shared a good online giving for the Lewis Center to look into is called Giving Tuesday. Giving Tuesday gifts were up 52% in 2013 over 2012. Pat suggesting the Lewis Center get in contact with Vicky Nagle from the Academy for Grassroots Organizations to get information regarding Giving Tuesday online fundraising. Pat passed out a handout from Network for Good, "The Digital Giving Index", which provided good information on how to set up online donations.
- Pat Caldwell suggested the LC Foundation Board do another fundraiser training meeting to share and discuss further ideas and planning.
- Teresa Dowd handed out a draft financial support letter for the Board to edit and review.
- Lisa Lamb agreed to take the financial support letter to Executive Team and ATM to edit and review.
- Marcia Vargas agreed to present the final draft of the financial support letter to the LCER Foundation Board and discussed monthly donations from the LCER Foundation Board.

.02 Draft/Script of public relations video

- Kevin Crosson shared the draft of the 3 minute video script for the LCER public relations video. The LC Foundation Board discussed and will revise the draft of the 3 minute video script.
- The LC Foundation Board agreed to finalize the brochure, financial support/sponsorship letter, the LCER Board support request, and the 3 minute video script before our next meeting on April 5, 2017.

6.0 FOUNDATION MEMBER AND STAFF COMMENTS: *(Foundation members and staff members may ask a question for clarification; make a brief announcement or a brief report on his or her own activities.)*

- Next Lewis Center Foundation meeting will be Wednesday, April 5, 2017, 9:30 - 12:30 in the gym conference room.

7.0 RECOMMENDATIONS TO LCER BOARD: None

8.0 ADJOURNMENT: Donna Siegel, Lewis Center Foundation Chair adjourned the meeting at 12:00 pm.

Respectfully submitted,
Rena Payne
Executive Assistant to the CEO