

**Lewis Center Foundation
Minutes
November 16, 2018**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:03 a.m.
2. **Roll Call:** Lewis Center Foundation Members Desiree Burgnon, Charity Frash and Marcia Vargas were present.

Lewis Center Foundation Members Buck Goodspeed, Tyler Jaramillo, Kate O'Rourke and Donna Siegel were absent.

Staff members Teresa Dowd, David Gruber, Lisa Lamb and Lisa Longoria were also in attendance.

3. **Public Comments:** None
4. **Special Presentations:** None

5. **Consent Agenda:**

- .01 Approve Minutes of September 4, 2018 Regular Meeting

The Consent Agenda was not approved, as there was not a quorum in attendance.

6. **Discussion/Action Items:**

- .01 Lewis Center Foundation Calendar – The LCF Board approved rescheduling the December 4, 2018 meeting to January 8, 2019.

- .02 Recruitment – Ongoing.

- .03 Educational Activity Grant Application – A grant application was received regarding a dance recital. The group did not approve the application as it does not fall within the criteria for the grant.

- .04 Short Term Fundraising needs

a. School Needs

- i. Principals and staff should use the Lewis Center Foundation Grant Application to request funds for unbudgeted items. Proposals showing the total cost needed should be attached.

- .05 Long Term Fundraising needs

a. Scholarship Funds

- i. Wine and Cheese Social Update – The Wine and Cheese Social raised \$5,655.91. Running the event through Bloomerang worked very well. Review of the event noted the following:
- Lighting and PA system needed
 - More help/volunteers – ambassadors could help if ROTC did parking
 - Too much food
 - Need more non alcoholic beverages
 - Wine/food pairing not needed – just mingle/socialize
 - Increase to \$50 pp
 - Have only one wine area – 1 glass with ticket then purchase additional glasses
 - Promote silent auction throughout the night, be clear when the end time is, pick up sheets and items at that time
 - Additional cash box – one at registration and one at wine sales
 - Kemper Campbell Ranch may be more costly next time – ask if there could be a discount if rooms were reserved, or if rooms could be included with the fee, ask if a stay could be a silent auction donation
 - Look into other venues, including AV Inn or brewery in San Bernardino

- b. Unrestricted Funds
 - i. Give BIG SB County – This fundraiser raised \$1,800. We need to be more specific about what the funds are being raised for.
- c. Capital Campaign Funds
 - i. Annual Gala April 26, 2019 – The following items were discussed regarding planning for the annual gala:
 - Space theme such as “Reaching for the Stars”, “To the Moon and Back” or “Beyond the Galaxy”
 - In addition to the Lewis Center Foundation Board Members, Duberly Beck and Lisa Longoria will be on the committee. Lisa will talk to Loyal Best as well as ask for any volunteers at Parents & Pastries.
 - Marcia will chair the committee.
 - Marcia asked David to develop a budget based on last year’s Gala.
 - Colors could be from the Lewis Center logo. Gold and silver are nice as well.
 - The Save the Date should go out before break if possible. We need to be sure we include branding and what we do.
 - Honorees could be Angel Arrington, Tom Hoegerman and Paul Rosell.
 - We need a dynamic MC. Lisa Longoria suggested Terry Scines.
 - Gala profits are to be split 50/50 annually between each school’s Capital Campaign. Funds raised could go towards a multipurpose room at AAE and a gym at NSLA.
 - Silent auction ideas included: timeshare, vacation rental, wine tasting, and grade level baskets.

7. Information Included in Packet:

- .01 Lewis Center Foundation Financial Reports
 - 1. October 2018 Foundation Balance Sheet and Foundation Savings Report
 - 2. Donations – 2018-19

8. 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

9. Recommendations to the LCER Board:

- 10. Adjournment:** Marcia Vargas, Lewis Center Foundation Chair, adjourned the meeting at 10:53 a.m.