

**Lewis Center Foundation
Minutes**

June 4, 2019

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:07 a.m.
2. **Roll Call:** Lewis Center Foundation Members Desiree Burgnon, Charity Frash, Buck Goodspeed, Armando Quintana and Marcia Vargas were present.

Lewis Center Foundation Members Tyler Jaramillo and Umang Patel were absent.

Staff members Teresa Dowd and Lisa Lamb attended.

3. **Public Comments:** Marcia Vargas commented that Espy Mayoral has resigned from the Lewis Center Foundation Board.
4. **Special Presentations:** None
5. **Consent Agenda:**
 - .01 Approve Minutes of April 9, 2019 and May 7, 2019 Regular Meetings
 - .02 Approve 2019-20 Lewis Center Foundation Board Meeting Calendar

On a motion by Armando Quintana, seconded by Desiree Burgnon, vote 5-0, the Lewis Center Foundation approved Consent Agenda Items 5.01-5.02.

6. **Discussion/Action Items:**
 - .01 The Lewis Center Foundation received two Educational Activity Grant Applications, which were discussed. On a motion by Desiree Burgnon, seconded by Armando Quintana, vote 5-0, the Lewis Center Foundation approved \$500 for Jaden Sipe to attend the Envision Game and Technology Academy Computer/Game Design Program at George Mason University in Virginia. On a motion by Buck Goodspeed, seconded by Desiree Burgnon, vote 5-0, the Lewis Center Foundation approved \$3,000 for NSLA students and staff to attend the Chile Learning Exchange in Concepcion. In the future the Lewis Center Foundation Board may want to interview the applicants.
 - .02 The Lewis Center Foundation discussed the need for branding of the LCER and its schools and programs. They also discussed supporting the LCER PR/Marketing Position from unrestricted funds. On a motion by Desiree Burgnon, seconded by Buck Goodspeed, vote 5-0, the Lewis Center Foundation approved \$15K next school year, and \$10K annually after that from unrestricted funds towards the LCER PR/Marketing Position. These funds are to be used only for this purpose.
 - .03 BP 9500 – Scholarships was updated to require that scholarship fund balance and disbursements shall be a minimum of \$500. On a motion by Desiree Burgnon, seconded by Charity Frash, vote 5-0 the Lewis Center Foundation Board approved the revision of BP 9500 – Scholarships.
 - .04 The Lewis Center Foundation would like to purchase a Point of Sale system to take credit card purchases at events. Lisa reported that IT is willing to give the Foundation 2 iPads for this purpose. On a motion by Desiree, seconded by Buck Goodspeed, vote 5-0, the Lewis Center Foundation approved up to \$1,000 to purchase a Point of Sale system.

.05 Charity Frash reported that she secured a \$50K donation and Congressional Oil Painting of Congressman Lewis from the family. We will be working together on future donations as well.

.06 The flyers and sponsorship forms are ready for distribution for the VVRO golf tournament, which is on September 27 at Spring Valley Lake. Teresa will send the forms out to give to businesses you think would be interested.

7. Information Included in Packet:

.01 Lewis Center Foundation Financial Reports

1. April 2019 Foundation Balance Sheet
2. April 2019 Foundation Savings Report
3. Donations – 2018-19
4. Revised 2019 Gala Budget – Teresa noted she made a few updates to the budget based on payment of an invoice and funds credited to an incorrect category. There may be a few more updates as final receipts and revenues are received.

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 – approval of financial commitment to PR/Marketing Position

9. Recommendations to the LCER Board: Remind them of the golf tournament and approval of financial commitment to PR/Marketing position.

10. Adjournment: Marcia Vargas, Lewis Center Foundation Chair, adjourned the meeting at 10:40 a.m.