

**Lewis Center Foundation**  
**Minutes**  
**February 2, 2020**

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 Tyler Jaramillo, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Duberly Beck (listened in by phone) Desiree Burgnon, Charity Frash, Buck Goodspeed (listened in by phone) and Umang Patel were absent.

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

3. **PUBLIC COMMENTS:** None
4. **CONSENT AGENDA:**
  - .01 Approve Minutes of December 10, 2019 Regular Meeting
  - .02 Approve Minutes of January 14, 2020 Special Meeting

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

5. **DISCUSSION ITEMS:**
  - .01 Discuss 2020 Annual Gala and Timeline: Michael Clark reported that the Save the Date has been printed and should be in today. We will send them out by email. The webpage will be updated as well. Banners will be made for both schools to hang up at pick up/drop off locations. We will hand out the Save the Date cards to parents once the banners are put up. Teresa has had a hard time getting response regarding the Delorean rental, but will follow-up again. Teresa will also give the date to the Ambassadors. We will need to talk to Ms. Bruno regarding NSLA ASB students as well. Marcia volunteered to coordinate the student's duties the evening of the Gala. Lisa will see if the AAE band will be available. Desiree was checking on a band. If they aren't available maybe we could find a DJ. Duberly and Lisa will be the main decision makers for proofs of the invitation, etc. It was decided to order 500 invites. Michael will need the following for the program: high quality photos of Jerry and Rick, bios for Jerry and Rick, a list of donors by \$, Lisa and Toni's bio, a message from the Gala committee chair, teacher fundraiser, organization facts/timeline, and old and new pictures. We will also have Jisela put together a slideshow.
  - .02 Discuss Supporting Employee Retirement Recognition Gift: Lisa Lamb discussed that the Lewis Center would like to be more consistent in recognizing retirees. The Foundation is interested in supporting this and Duberly will bring back some ideas and pricing. It was discussed to include longevity, such as having a base gift for all retirees, with special additions based on years of service.

- .03 Discuss Ways to Increase Interest Return on Endowments and Other Funds: David reported that the Endowments and Foundation accounts are not earning good returns. He would like to invest the principal of the Endowments into a better yielding account. The interest needs to be fairly liquid to use the funds for their purpose. Tyler suggested rotating 3 mo., 6 mo. and 9 mo. CDs to give flexibility, or conservative mutual funds. The Foundation would like David to move forward with this.
- .04 Discuss Meeting Location: Lisa Lamb asked the Foundation if they would like to add NSLA as a meeting location as the group is expanding. We will start alternating locations in March, with teleconferencing available. Lewis Center Foundation Board members may call in from alternate locations if we are notified ahead of time and the location is posted on the agenda as an available location.

6. **ACTION ITEMS:**

- .01 Approve Reduced Staff Pricing for Gala Ticket: All Gala tickets must be paid for in some way. As soon as we have sponsors for tables that they will not be filling, we will know what we can offer staff in regards reduced pricing. We will communicate this to staff early so they are aware of the possibility. No action was taken as a quorum was not present.
- .02 Approve Free Staff Gala Ticket for Specified Donation Amount: The LCER currently receives two monthly staff donations. David would like to provide an incentive for staff donations, such as including a free Gala ticket for a certain level of giving. Marcia reiterated that all Gala tickets must be paid for in some way, so we would need to determine how to do that. Other suggestions were entering staff who donate into a raffle for free tickets and listing our donors in the Gala program. No action was taken as a quorum was not present.

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

- a. Lewis Center Foundation Financial Reports
1. December 2019 Foundation Balance Sheet
  2. December 2019 Foundation Savings Report
  3. Donations 2019-20
  4. LCF Board Attendance Log

8. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification
2. Make a brief announcement – Lisa Lamb announced that we have hired a new PR and Marketing Coordinator, Jisela Corona. She will be starting next week.
3. Make a brief report on his or her own activities
4. Future agenda items

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

10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 11:04 a.m.