

**Lewis Center Foundation**  
**Minutes**  
**August 6, 2019**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chairman Marcia Vargas called the meeting to order at 9:15 am.
2. **ROLL CALL:** Lewis Center Foundation Board Members Desiree Burgnon, Buck Goodspeed, Umang Patel and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Charity Frash and Tyler Jaramillo were absent.

Staff members Lisa Lamb, Matt Cabe, Teresa Dowd and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** Marcia Vargas informed the Lewis Center Foundation Board that member Armando Quintana resigned his position due to his move out of state.
4. **SPECIAL PRESENTATIONS:**
  - .01 Lisa Lamb introduced new PR and Marketing Coordinator Matthew Cabe. He also has a PR intern, AAE student Ysabella Sardillo.
5. **CONSENT AGENDA:**
  - .01 Approve Minutes of June 4, 2019 Regular Meeting – On a motion by Desiree Burgnon, seconded by Umang Patel, vote 4-0, the Lewis Center Foundation Board of Directors approved Consent Agenda Item 5.01.

6. **DISCUSSION/ACTION ITEMS:**
  1. Discuss 2019 Golf Tournament with Victor Valley Chamber – our responsibility is to get sponsors. The tournament is September 27. Desiree will be the raffle sponsor.
  2. Planning of Congressman Lewis Recognition and Picture Unveiling – Thank you Charity for establishing the relationship and getting this donation. Charity, Rick Piercy and Lisa had lunch with Congressman Lewis to thank him. The Foundation would like to tie in the unveiling with the gala. Congressman Lewis would be a draw to get supporters. Square Update – We have purchased 3 POS square devices, and received 1 plug in square free. The costs was \$1,300 with \$300 in rebate credits. We can use these devices at our fundraising events such as the golf tournament and gala.
  3. Discuss Fundraising Campaigns – The gala is May 15, 2020 at the Orange Show, The theme will be Back to the Future. The PR intern can help with the design of the invitation, materials, etc. We can use original designs of center and old pictures as well. The Foundation would also like to encourage stakeholders to sign up for ongoing monthly donations. We will also review the items given to donors to show we care. New ideas were tours, special seating at events, mug or license plate frame.
  4. Redesign of Lewis Center Foundation Webpage – Matt and Ysabella are working on the redesign of the Lewis Center Foundation Webpage and are looking at all of our web pages.

5. Discuss LCF Board Recruitment and Review Terms, Chair, Bylaws and Job Description - We need additional members on the Lewis Center Foundation Board. We can send it out on social media. It was discussed that this Board should not have term limits. We will edit the bylaws and job description for review at the next meeting and then approval at following meeting. Chair nominations should be in November, and a recommendation provided to the LCER Board chair to appoint the Chair in December.
6. Approval of Lewis Center Foundation Fund Request for NASA Science on a Sphere – The Thunderbird Campus (AVCI) needs renovation of a classroom to house the donation of NASA’s Science on a Sphere. On a motion by Desiree Burgnon, seconded by Buck Goodspeed, vote 4-0, the Lewis Center Foundation Board of Directors approved up to \$20,000 for this request.
7. **INFORMATION INCLUDED IN PACKET:** *(Board members may ask questions on items for clarification.)*
  1. Lewis Center Foundation Financial Reports
    1. June 2019 Foundation Balance Sheet
    2. June 2019 Foundation Savings Report
    3. Donations 2018-19 – Marcia noted that we are not getting donation information from Norton. We will meet with the new Administrative Assistant regarding donations and finance procedures.
  - .02 Scholarship Thank You
  - .03 Educational Activity Grant Thank You
8. **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
9. **RECOMMENDATIONS TO THE LCER BOARD:** Marcia will inform the LCER Board of the golf tournament, gala, science on sphere, and Foundation Board recruitment.
10. **ADJOURNMENT:** Chairman Marcia Vargas adjourned the meeting at 10:59 a.m.