

**Lewis Center Foundation
Minutes
May 22, 2018**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:04 a.m.
2. **Roll Call:** Lewis Center Foundation Members Desiree Burgnon, Buck Goodspeed, Tyler Jaramillo and Marcia Vargas were present.

Lewis Center Foundation Members Charity Frash and Donna Siegel were absent.

Proposed new Lewis Center Foundation Member Kate O'Rourke was also in attendance.

Staff members Valli Andreasen, Fausto Barragan, Teresa Dowd, David Gruber, Lisa Lamb and Toni Preciado were also in attendance.

3. **Public Comments:** None

4. **Consent Agenda:**

- .01 Approve Kate O'Rourke as a Member of the Lewis Center Foundation Board
- .02 Approve Minutes of April 3, 2018
- .03 Approve Lewis Center Foundation Board Calendar 2018-19

On a motion by Desiree Burgnon, seconded by Buck Goodspeed, vote 4-0, the Lewis Center Foundation Board of Directors approved Consent Agenda Items 4.01-4.03.

5. **Discussion/Action Items:**

- .01 Discuss/Approve Educational Activity Grant Requests – Requests from Hailey Buchanan, Austin Reeves and Areyu McKeon were discussed. The LCF Board felt the requests did not meet the purpose of the grant. We will look at revising the criteria to be more specific.
- .02 Kate O'Rourke talked to Rick Cambridge and David Greiner regarding being on the Board. She will give them a call and invite them to attend the next meeting. Marcia has talked to Fred Reyes, but feels he would be a better fit for the LCER Board. Excelsior may be a good place to ask. Marcia will call the contact she made at the Gala and Lisa will call Ronnie. Lisa and Fausto will canvas the local NSLA neighbors. Toni will talk to some parents.
- .03 Short Term Fundraising needs
 - a. School Needs
 - i. AAE Fields – Lisa updated the Board that the AAE field is in progress. They are preparing for the hydro seeding. We are looking at contracting landscaping for both sites and need bids. Please forward any recommendations.
 - ii. Science – Fausto is meeting with the science task force at NSLA and will provide more information. Wes has a teacher that will be teaching honors biology next year and needs additional resources and training. He will have him fill out the Educational Activity Grant application.
- .04 Long Term Fundraising needs
 - a. Scholarship Funds – We need to replenish these funds for future applications. On a motion by Kate O'Rourke, seconded by Desiree Burgnon, vote 4-0, the Lewis Center Foundation Board approved putting 5% of unrestricted funds raised towards scholarships, beginning in the 2018-19 school year.
 - b. Unrestricted Funds - We also need to raise and replenish unrestricted funds.
 - c. NSLA Capital Campaign

- i. 10th Anniversary Gala After Action Review – Teresa distributed a preliminary revenue sheet which showed the Gala raised over \$21K. Duberly asked for a more detailed accounting of the Gala. We will send that out ASAP. Bloomerang worked well for tickets and donations. We will look into changing the online donation page to automatically charge the administration fee. Toni will check with Alma at the Orange Show regarding the \$750 deposit. Thank you cards need to be sent out. We will create a Google Doc for tracking.

Feedback from the Gala:

- The invitation is not enough. It needs a personal follow-up
- The baskets/silent auction was amazing
- Extra programs will be sent to donors and to NSLA
- The next event should be run through the Bloomerang event system
- Ted and Eloise were both great
- The invitations should include the address of the venue, directions, and what type of dress
- Students should present at the event personally, if accompanied by a parent and the family is made aware of the type of environment
- Marcia thanked the color guard, staff, David and Anthony Garcia, and Michael Clark

6. Information Included in Packet:

.01 Lewis Center Foundation Financial Reports

- Foundation Balance Sheet – April 2018
- Foundation Savings Report – April 2018
- Donations – 2017-18

7. Board/Staff Comments:

.01 Ask a question for clarification – Kate asked for introductions of the Board members

.02 Make a brief announcement

.03 Make a brief report on his or her own activities

.04 Future agenda items

8. Recommendations to the LCER Board: None

9. Adjournment: Marcia Vargas, Lewis Center Foundation Chair, adjourned the meeting at 10:35 a.m.