

**Lewis Center Foundation
Regular Minutes
November 2, 2020**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Chair Marcia Vargas called the meeting to order at 9:03 a.m.

2. **ROLL CALL:** Lewis Center Foundation Board Members Duberly Beck, Buck Goodspeed, Jessica Rodriguez and Marcia Vargas were in attendance.

Lewis Center Foundation Board Members Desiree Burgnon, Charity Frash, Tyler Jaramillo and Umang Patel were absent.

LCER Staff Members Jisela Corona, Teresa Dowd, David Gruber and Lisa Lamb were also in attendance.

3. **PUBLIC COMMENTS:** None

4. **CONSENT AGENDA:**

1. Approve Minutes of October 19, 2020 Regular Meeting

Consent Agenda Item 4.01 was not approved, as a quorum was not present.

5. **DISCUSSION ITEMS:**

1. Discuss 30th for 30 Years Call to Action Fundraiser – The Give Smart email and text fundraiser promotion was discussed. Some people reported not receiving an email or text. Jisela and Teresa will call Give Smart to see if there is a record of them going out. Marcia also asked for more description in the text on the site and the webpage. Jisela and Teresa will update that. Marcia also asked for a 3-minute highlight video to be posted. Jisela was planning to create one to be shared during our push on Giving Tuesday, so she can post that as well. Reminder emails/texts regarding the ongoing fundraiser will be sent every 2 weeks. Foundation Board members should be promoting the fundraiser as well, and following up personally with their contacts. Marcia suggested waiting to distribute the donation incentives in case donors give additional amounts. Marcia asked if the Foundation Board members should have access to Give Smart. We need members to update current “Users” as well as add additional “Users”. Their term for contacts or constituents is “Users”.
2. Update on Corporate Outreach – Duberly’s contact for the banners is willing to donate up to 4 banners that are 30’x6’. The NSLA Task Force has been designing some recruitment banners. Lisa will have Michael send Duberly the designs. We will begin gathering items for the baskets to deliver to neighbors.

6. **INFORMATION INCLUDED IN PACKET:**

- .01 Lewis Center Foundation Financial Reports
1. September 2020 Foundation Savings Report and Balance Sheet
 2. Donations 2020-21
 3. LCF Board Attendance Log

7. **BOARD/STAFF COMMENTS:**

1. Ask a question for clarification:
 - Marcia discussed the Foundation and how to create more connection between the LCER Board and Lewis Center Foundation Board. Jessica Rodriguez is the liaison between the boards and there is a standing discussion item on the LCER Board agenda for her to report on Foundation activities and updates. We will add a similar standing discussion item on the Foundation board agenda for her to report on LCER Board activities and updates. Duberly and Jessica reported that it is hard right now to reach out to NSLA parents since there is no personal contact.
 - Duberly discussed branding and using the term “Lewis Center” rather than “LCER”. Lisa informed the board that “LCER” is used mostly internally and if people know us really well.

We are using “Lewis Center” in our branding and with the schools, i.e. “AAE – A Lewis Center School” and “NSLA – A Lewis Center School”. She is also working with Jisela and Michael to have standardized key points in our branding such as background and colors.

2. Make a brief announcement or report on his or her own activities
 - Lisa updated the Board on Phase 2 of school reopening and construction updates.
 - Marcia reminded the Board that we still need to recruit members. It was suggested to reach out to some of our donors from this year.
 - Marcia expressed her thanks to teachers and parents during this time.
 - Lisa reported that AAE’s AFJROTC program is in the Space Force Textbook that is used by 900 units worldwide. We are currently working on curriculum to go with it.
3. Future agenda items

8. **RECOMMENDATIONS TO THE LCER BOARD:** Update the LCER Board on the \$30 for 30 Years Fundraiser.

9. **ADJOURNMENT:** Chair Marcia Vargas adjourned the meeting at 10:00 a.m.