

# Lewis Center Foundation

## Meeting Minutes

January 23, 2017

### 1.0 CALL TO ORDER:

The meeting was called to order by Donna Siegel at 7:06 am.

### 2.0 ROLL CALL:

Members present: Donna Siegel, Kevin Crosson, and Marcia Vargas (by phone but not agendized so not a participant in the meeting)

Lisa Lamb, Pat Caldwell, Jim Quinn, Teresa Dowd, and Rena Payne were also in attendance.

### 3.0 PUBLIC COMMENTS: None

### 4.0 CONSENT ITEMS:

.01 Approve Minutes of November 28, 2016

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 2-0 Consent Item 4.1 was approved.

### 5.0 DISCUSSION/ACTION ITEMS:

.01 Time of meetings. Is 7 a.m. too early?

- Lewis Center Foundation Board discussed and agreed after our April 5, 2017 meeting, we will schedule all future meetings on the 1<sup>st</sup> Wednesday of every month at 10:00 a.m.

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 2-0 Action Item 5.01 was approved.

.02 Recruitment & nomination of new members

- The Recruitment Information for Potential Directors card was discussed and reviewed by the Board. Rena Payne will update the card, and then mail 10 cards to each Board member to use to recruit and nominate new members.

.03 BB9901 – Lewis Center Foundation Board Vacancies

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 2-0 Action Item 5.03 was approved.

.04 Website compliance-donation button

- In state donations only or do we want to register/pay to solicit nationwide?  
The Board discussed and agreed to have only in state donations until further notice due to the high fees to run nationwide donations. An online donation button will be set up on the Lewis Center website and indicate for California residents only.

.05 Educational Activity Grants and Opportunity Grants

- Combine or keep separate?  
The Board reviewed the Educational Activity Grants & Opportunity Grants and requested the forms be combined to one application form.

- Limit to only LCER schools or continue to keep open to the region?  
The board approved to limit the Educational Activity Grants & Opportunity Grants to LCER staff and students. Grant awards will be based on available funds.

On a motion by Kevin Crosson and seconded by Donna Siegel, vote 2-0 Action Item 5.05 was approved.

- Selection Process for grant recipients  
The Lewis Center Foundation agreed the grant applications will be reviewed at the Foundation meetings. They agreed to interview approved recipients that apply for the grants as needed.

**.06** “Non Event” Fundraiser? Ready to go by February.

- Purpose: Scholarships, educational grants or others?
- Is this the way that we want to go?
- To replace the Art Show (AAE VPA)  
The Board discussed using a general donation or sponsor letter to send out to potential donors for both Norton and AAE. Pat agreed to work with Lisa on the donation/sponsor letter.

**.07** Bloomerang Software

Teresa Dowd reported on the Bloomerang Software program we are using. Teresa will share website information and login information for the Board to review the website.

**.08** LCER Website (agendas, minutes)

Lisa Lamb shared with the Board the Lewis Center Foundation online information where monthly agendas and minutes are posted.

**6.0** **FOUNDATION MEMBER AND STAFF COMMENTS:** *(Foundation members and staff members may ask a question for clarification; make a brief announcement or a brief report on his or her own activities.)*

- The next Lewis Center Foundation meetings will be:
  1. Wednesday, February 15, 2017, 9:00 am
  2. Monday, March 6, 2017, 9:00-12:00 pm
  3. Wednesday, April 5, 2017, 10:00-11:00 am

**7.0** **RECOMMENDATIONS TO LCER BOARD:** None

**8.0** **ADJOURNMENT:** Donna Siegel, Lewis Center Foundation Chair adjourned the meeting at 8:49 am.

Respectfully submitted,  
Rena Payne  
Executive Assistant to the CEO