

**Lewis Center Foundation
Minutes
November 7, 2017**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:02 a.m.
2. **Roll Call:** Lewis Center Foundation members Tyler Jaramillo, Donna Siegel and Marcia Vargas were in attendance. Member Desiree Burgnon was absent.

Staff members Teresa Dowd, Jim Foley and Lisa Lamb were also in attendance. Buck Goodspeed is joining the Lewis Center Foundation and was also in attendance.

3. **Public Comments:** None

4. **Consent Agenda:**

.01 On a motion by Tyler Jaramillo, seconded by Donna Siegel, vote 3-0, the September 5, 2017 minutes were approved.

5. **Discussion/Action Items:**

.01 On a motion by Tyler Jaramillo, seconded by Donna Siegel, vote 3-0, Buck Goodspeed was approved as a Lewis Center Foundation Board Member. Buck has been on the LCER Board of Directors for 9 years and is moving to the Lewis Center Foundation Board as his term is expiring.

.02 The Foundation Board can have up to 15 members. Once established, one student from each high school can be a member. PR is needed to get the word out about both schools. Contracting with a PR firm and paying a stipend were discussed. We could try both methods and see what works best. Quotes for both will be brought to the next meeting.

Marcia asked about the GAVRT program and if it was in elementary classes. It is at AAE, but NSLA has had teacher turnover and does not have a current trained teacher. A new MS teacher is interested once she gets settled. The GAVRT program is currently being revamped and needs more curriculum. We are beginning to work with Australia's One Giant Leap program.

.03 Temporary business cards were distributed. The LCER has recently worked on a standard design as we work towards branding, and will be ordering new cards. Cards will be ordered for LCF members as well.

.04 We are working on branding, with everything to include the LCER logo. Schools would include their logo as well.

.05 A Friendraising event was discussed, and if it should be one event or two separate events. Each community is distinct, so it would probably work best to have two separate events. NSLA has their 10 year anniversary next year and the NSLA School Board committee wants to plan an event for that. We could prioritize connecting with the San Bernardino community and coordinate with their event. Marcia will talk to the principals and PTO, as well as the NSLA School Board Committee chair to get a committee together. We will need press at the event.

.06 The distribution of unrestricted funds were discussed, and if approval by the LCF Board is needed. Jim will look at non-profit best practices and determine a required minimum level of

approval, i.e. \$2,000 or \$5,000. He will also determine a minimum amount to keep in unrestricted reserves. The LCF Board will allocate these funds based on need. Teresa will develop a form for programs to request funding for unbudgeted projects.

For restricted funds, such as Capital Campaign funds, we need to get quotes on projects, such as construction. The LCF follows the policies of the LCER. Jim and the Finance Committee will review our bid and contract policies and bring any revisions to the LCER Board for approval. The projects can run through the Lewis Center, and then they can then invoice the Foundation.

.07 Short Term Funding Needs

a. School Needs – Marcia will follow up with the Principals on their needs for the school. The Educational Activity Grant scholarship opportunities should have a science focus. Lisa will work with Dana Myers on how to present these opportunities with guidelines on appropriate opportunities to apply for.

.08 Long Term Funding Needs

- a. NSLA Capital Campaign – A meeting has been scheduled with the County of SB and City of SB so we hope to have some resolution. Our preferred option is to purchase the property. The NSLA anniversary event can generate funds for the NSLA Capital Campaign.
- b. PR/Marketing staff – Marcia hopes that as we become more solvent we would hire a PR and Development person. We need to be able to track Norton’s donors. Marcia will talk to Fausto about being sure the appropriate forms are completed.

6. Information Included in Packet

.01 Lewis Center Foundation Financial Reports – Teresa asked the group if they preferred the Balance Sheet over the Savings Report, or if they would like to receive both. She will continue to include both in the packets.

- Foundation Balance Sheet
- Foundation Savings Report
- Donations

7. Board/Staff Comments

.01 Ask a question for clarification:

.02 Make a brief announcement: Donna is pleased with the progress of the Foundation.

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

.04 Future agenda items:

8. Recommendations to the LCER Board: Approve revised bid and contract policies.

9. Adjournment: Marcia Vargas adjourned the meeting at 10:32 a.m.