

**Lewis Center Foundation
Minutes
March 6, 2018**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:20 a.m.
2. **Roll Call:** Lewis Center Foundation Members Desiree Burgnon and Marcia Vargas were present.

Lewis Center Foundation Members Buck Goodspeed, Tyler Jaramillo and Donna Siegel were absent.

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

3. **Public Comments:** None

4. **Consent Agenda:**

.01 Approve Minutes of January 30, 2018

The Consent Agenda was not approved as a quorum was not present.

5. **Discussion/Action Items:**

.01 Potential new member Charity Frash attended the meeting, and will be added to the next agenda to be approved as a Lewis Center Foundation Board member. We also received additional recruitment cards.

.02 Lisa Lamb reported that she met with Fausto Barragan, Duberly Beck, Veronica Calderon and Amber Watson to review the accounting of PTO funds and it was determined that all monies were accounted for. Duberly will follow up to be sure invoices were not double paid. Fausto will work NSLA's PTO to determine where funding is needed. We will follow up with both schools to review business practices with staff and PTO/PTC.

.03 Short Term Fundraising needs

- a. School Needs

- i. AAE Fields – the original reported cost for the AAE Field was \$25K. We planned to use AAE Capital Campaign funds and \$4K that was budgeted. The project is currently at \$27K, not including irrigation and hydro seed. This has come from a general fund savings and the budgeted \$. We are getting quotes to finish the project, and the balance will come from AAE Capital Campaign. Finance will create a checklist for projects as well as an approved vendor list.
- ii. NSLA Fields – NSLA fields are on hold due to the lease negotiations.
- iii. Science – there is a need for sciences labs and classroom supplies at both schools. Principals can determine what needs are priority. Combining AAE 6th grade and NSLA 8th grade science camps was discussed.

.04 Long Term Fundraising needs

- a. NSLA Capital Campaign

- i. 10th Anniversary Gala Update – Marcia Vargas reported that the May 18 gala is off and running. The committee is meeting today.
- b. PR/Marketing Staff – We are looking at this in the LCER budget and will refer the position to the LCER Board through this process.

6. **Information Included in Packet:**

.01 Lewis Center Foundation Financial Reports

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

7. **Board/Staff Comments:**

.01 Ask a question for clarification

.02 Make a brief announcement

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

.04 Future agenda items – Approve Charity Frash as a Lewis Center Foundation Board member.

8. **Recommendations to the LCER Board:**

.01 Refer PR/Marketing position to LCER budget

.02 NSLA Gala Update

9. **Adjournment:** Marcia Vargas, Lewis Center Foundation Chair, adjourned the meeting at 12:15 p.m.