

**Lewis Center Foundation
Minutes
September 4, 2018**

1. **Call to Order:** Marcia Vargas, Lewis Center Foundation Chair, called the meeting to order at 9:06 a.m.
2. **Roll Call:** Lewis Center Foundation Members Charity Frash, Buck Goodspeed, Tyler Jaramillo, Kate O'Rourke and Marcia Vargas were present.

Lewis Center Foundation Members Desiree Burgnon and Donna Siegel were absent.

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

3. **Public Comments:** None
4. **Special Presentations:** None
5. **Consent Agenda:**

.01 Approve Minutes of August 7, 2018 Regular Meeting

On a motion by Kate O'Rourke, seconded by Charity Frash, vote 5-0, the Lewis Center Foundation Board of Directors approved Consent Agenda Item 5.01.

6. **Discussion/Action Items:**

.01 Recruitment – Potential candidates should be well connected to the community. We need more representation from San Bernardino as well.

.02 Day of Giving – Give Big San Bernardino – We need to prepare for Give Big San Bernardino on October 30 by creating a draft email and update our page on their website. Tyler will chair this event and send Teresa a draft letter.

.03 AAE Wish List – Charity shared she has a potential connection that may want to donate to AAE. We developed a wish list with various funding levels. We also need some short marketing pieces. A PR person is needed.

.04 Short Term Fundraising needs

a. School Needs

i. AAE and NSLA Classroom Science Needs – Fausto stated he is in need of manipulatives. AAE needs labs with lab tables and water access.

.05 Long Term Fundraising needs

a. Scholarship Funds

i. Wine and Cheese Fundraiser – September 27, 2018 – The fundraiser planning is in progress. It should be a great event.

b. Unrestricted Funds

i. Paint Night – We are taking this event off the table for now to focus on the 3 main fundraisers.

c. Capital Campaign Funds

i. We are going to go head and put a deposit down for the gala on April 26, 2019 at the Hilton Garden Inn. It was suggested to do surveys after the events.

7. Information Included in Packet:

.01 Lewis Center Foundation Financial Reports – It was discussed that interest rates are too low to grow investments. We should look into other investment opportunities. Teresa will send policies on investments to Tyler to look into what types of opportunities may help.

1. Foundation Balance Sheet and Foundation Savings Report – July 2018
2. Donations – 2018-19

8. 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

9. Recommendations to the LCER Board: Marcia would like to recommend a Development and Media Relations Director to the Board.

10. Adjournment: Marcia Vargas, Lewis Center Foundation Chair, adjourned the meeting at 10:50 a.m.