

**Minutes for Regular Meeting of the Lewis Center Foundation Board (Fundraising Committee)
October 6, 2023**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE:** Marisol Sanchez, Foundation Board Chair, called the meeting to order at 9:07 a.m.
2. **ROLL CALL:** Foundation Board members Vianey Gonzalez, Buck Goodspeed and Marisol Sanchez were in attendance. Members Ambar Martinez, Jessica Rodriguez and Genesis Vargas were absent. LCER staff Jisela Corona-Gonzalez, Teresa Dowd and David Gruber were also in attendance.
3. **PUBLIC COMMENTS:** Vianey Gonzalez asked if NSLA PTO had requested matching funds from the Lewis Center for staff appreciation. David will follow up on the request.
4. **CONSENT AGENDA:**
 - .01 Approve minutes September 8, 2023 Regular Meeting – tabled to the next meeting.
5. **DISCUSSION/ACTION ITEMS:**
 - .01 Approve Designation of Gala Proceeds – tabled to the next meeting.
 - .02 Fundraisers – Jisela Corona
 - i. Celestial Soirée – An After Action Review was completed on the Gala. We have noted what went well and what we can do to make the next gala better. Some things included were:
 - We hope to do the large item raffle with 52 tickets next year as we have submitted the raffle registration.
 - If we have a champagne sponsor, possibly, they can cover the corkage fee plus an additional amount – this would need to be discussed with the venue.
 - Maybe have an open bar sponsor, plus an additional amount.
 - The script should be finalized sooner and shared with the Foundation Board.
 - Start the auction items at 25% of the value and have higher increments.
 - Should we do a party favor?
 - Teresa and Jisela will develop checklist to cover when looking for a venue. Vianey will help look for a location in the Inland Empire. Teresa and Jisela will revisit Hilltop to see if they are able to give us a discount.
 - ii. Wine Social – January 25, 2024 – it was decided to push the Wine Social to April 18, 2024.
 - iii. McDonald’s Fundraiser – It was decided to do the McTeacher’s night McDonald’s fundraiser on either January 24 or 25, 2024 from 4:00 – 7:00 p.m. We will check with Principals and Athletic Directors to see which date works best.
 - iv. Planning for next Gala – Date and Theme – September 28, 2024 was decided as the date for the next gala. Theme ideas were Casino, Masquerade and Mardi Gras. Casino was the favored theme, as long as we can afford it. We will look into what this would cost and entail. A planning meeting will be set up.
6. **INFORMATION INCLUDED IN PACKET:**
 - .01 Lewis Center Foundation Financial Reports
 - .02 Donations 2023-24
 - .03 Lewis Center Foundation Board Attendance Log
 - .04 LCER Board/Lewis Center Foundation Give and Get
7. **BOARD/STAFF COMMENTS:**
 - .01 Ask a question for clarification or make a brief announcement or report on his or her own activities
 - a. Jisela and Teresa reported that we will be doing Giving Tuesday through email and social media campaigns. Small donation amounts will be encouraged.
 - b. The group decided to push the meeting time back by 1 hour so the meetings will be at 10:00 in the future. We can discuss the day and time again if needed.
 - c. Thank you to everyone for his or her help with the gala. It was a success!

.02 Future agenda items:

- a. Proposal to staff to donate \$20 per paycheck and they will receive an incentive, like 1 ticket to the gala. Need to determine if it would go through payroll or Bloomerang.
- b. Review Employee Recognition Program
 - i. Discuss other options, such as a gift certificate rather than \$
 - ii. Need to find a vendor for LCER gifts
- c. Foundation Board Member Recruitment

8. RECOMMENDATIONS TO THE LCER BOARD:

9. ADJOURNMENT: Marisol Sanchez, Foundation Board Chair, adjourned the meeting at 10:41 a.m.