

The Acacia Elementary School Foundation  
Minutes  
Monday, August 22, 2011  
6:30-8:00

1. Executive Reports

a. President

- Acacia Elementary School Foundation is our official name
- Articles of incorporation (date of incorporation 8/11/2011)
- Acacia Elementary School Foundation now has an active tax ID #
- Now its time to come up with a plan on how are we going to ask for money...go over the flyer/membership flyer (today's meeting)
- Need to finalize the logo...please give input (handed out both options)
- Working on non -profit status and bylaws, will email out to the group

b. Treasurer

- Bank Account (Fullerton Community Bank) has been opened
- Question for Michelle Venable- please review the flyer/membership paperwork to make sure we are collecting all of the necessary information
- Question for Michelle Venable - process donations from our website?
- Question for Michelle Venable- Can we have the forms available on our website?

2. Membership/Marketing Committee Activities

- First week...flyer? PTA wants the flyer to go out the first week (need it done by Friday 8/26/2011) Kerry Maturo will create the flyer
- Following week...membership for both PTA/Foundation will go out to students in the Panda folders
- Kerry Maturo and Nikki Kohlenberger will have a table the first week of school, located under the tree
- Need to talk about incentive
- Need to check with Dr. Whisnant regarding hanging posters
- September 30<sup>th</sup> (opportunity drawing) all who turn membership paperwork by 9/30/11 will be entered into the opportunity drawing. Prize will be valued at \$250
- Drawing at the following foundation meeting (October 10<sup>th</sup>, 2011)
  - Nikki Kphlenberger moved to vote
  - Jim Crum -Second
  - Unanimous vote to agree
- No minimum required to become a foundation member for "Inaugural Partner/Member" for the first year.
  - Nikki Kohlenberger moved to vote to have inaugural membership
  - Michelle Garden-Seconds
  - Unanimous vote to agree

### 3. Events Committee

- Casino night progressing, there are approximately 17 committee members
- The budget has been turned into Michelle Knowles, will discuss at our next meeting
- Date of the event is February 24, 2012
- December 1<sup>st</sup> will be the last day to donate (last day to ask 10/15/11)

### 4. Budgeting

- Discussed the possibility of having a small finance committee to review grant requests before bringing it to the foundation for a vote
- The roles of the finance committee (dedicated group) needs to be defined
- The finance committee should meet before the foundation meeting
- Treasurer will have a finance committee report incorporated in the treasurer report at the board meetings
- Dr. Whisnant will have her leadership team review Grant Requests before they are forwarded to the finance committee
- Committee should be: treasurer, 2 board members, 2 foundation members
- The Finance Committee should be board appointed (can take nominations from the board)
- In the next 4 weeks we need to have the nominations

### 5. Funding Request

- Michelle Venable will create a grant request form
- Should have the programs (categories/enrichment programs) on the grant request form
- Need to set up procedures
- Need to set up the dollar amount that does not have to go to the committee.

Ron Samaco moved to vote

Nikki K-Seconds

Unanimous vote to agree

### 6. Housekeeping

- Bylaws will be emailed out for suggestions and or possible changes
- Need mission statement. Michelle Knowles will work with Dr. Whisnant for the process that worked with the teachers
- Job Descriptions need to be developed. If you are doing something please outline what you are doing for the foundation and bring to the next meeting or send to Michelle Knowles.
- Formal elections if you are a member by 9/30/2011. Before the next meeting Michelle Knowles will send out a process for a formal election.

- Elections will be in October

7. Meeting schedule

- Two week intervals through September/October
- Meeting schedule (9/12/11, 9/26/2011, 10/10/11, 10/24/2011)  
10/10/2011 (elections)  
10/24 newly elected officer/handing over things we are working on  
Possibly the second Monday of every month going forward (tentatively)

8. Misc items:

- Christy Carter will be working on Facebook page.
- We should think about having an F&Q page on the website. Michelle Gardner will email to Michelle Knowles.

Adjourn