

## Acacia Elementary School Foundation

Meeting Minutes, Oct. 24, 2011

6:30pm-8:30pm

1. Officers and Board Members Present: Michelle Garden, Michelle Knowles, Michelle Venable, Karen Whisnant, Jessica Klingsberg, Paula Esterson, Tim Baker, Jim Crum, James Ratzlaff, , Ron Samaco, L Spano
2. Committee Members and Guests Present: Kerry Maturo, Mike Vasquez, Christy Carter, Tom Santoro, Scott Fitzpatrick, Rod Klopfer, Lisa Rowley
2. Officer Reports
  - Treasurer Report Distributed
3. Membership – Approx. 130 families participating; still need to pursue community partners, other parents' businesses, and matching funds programs.
4. Fundraising/ Casino Night: Lots of advertising at Casino Night for business sponsors; Invitation will go out in Nov. 10 Thursday folders; Nov 10 tickets go on sale; Tri-fold is to solicit sponsors; Invitation to go out first; sponsor requests to follow. See Paula or Lisa with questions. There will be limited opportunities to bid on silent auction items, but not additional head-count. Will have to make some accommodations for these non-attending bidders. Still counting on any donations of any size. Still considering how to accommodate. Be sure to include school board members, and Dr. Hovey.
3. Finance Committee-
  - What are qualifications for members?  
Resume, statement of interest, what can they contribute, what do they want to get from participating in Committee? What is their affiliation with Acacia. Tell us a little bit about yourself.
  - Suggestion of cash flow projection- specifically forecast cash flow.

- Notebook for each event with what worked and what didn't work; ex: PTA has a folder for each event. Possible collaborative/ sharing site. E-room.
- Committee Nomination process- May go out in next flyer. If we get enough response, probably need to go ahead and take some action. We want to be able to demonstrate ACTION. Would like committee to meet once before the end of the year.
- Inquiry: Any chance we can get out with some contribution? Something impactful in time for the town hall?
  - Budget is step 1? We will have requests submitted by the next meeting?
  - Identify certain things, budget for that. Demo white board? Est. \$5-6000,
    - Corporate adopt-a-school or a classroom. Donate and receive recognition.
    - Video presentation of brite-link- (need a new DVD player).
    - Review current requests from school, sketch out a budget. Dr. Whisnant will get info re this.
    - Promethian will match whatever can be raised in a fund-raiser...per site. Up to \$3800 per school. Incorporate into a plan.

4. Board Marketing Commitments- what is involved; Kerry Maturo:

- request Board members be able to volunteer to a specific group;
- will provide talking points common to all; consistent message to all orgs. Specific information regarding what is being worked on this year. Technology: URL link on brochure (Tom).

5. Retreat/ Working meeting:

- Location TBD ;
- date; 21<sup>st</sup> of January;

- plan for remainder of school year; some plans for next year;
  - meet at a place with internet access; Jess to investigate a location; Set a firm date/ time at next meeting;
  - Put together a list on how to spend some of the funds, begin discussions;
- Adjourn. Next meeting November 7. Dec. 5<sup>th</sup> last meeting of the year.