



## Southington Education Foundation Full Board Minutes

January 8, 2019  
6:00 p.m. to 7:30 p.m.  
The Orchards

**Quorum** = 6 Executive Board members

**9 Executive Board Present-** Jerry Belanger, Ellen Bellinger, Gail Duffy, George Fournier, Paula Knight, Jan Galati, Michelle LeBrun-Griffin, Ann Taylor, and Tim Connellan.

**1 Executive Board Members Absent:** Joyce McAloon

**2 Full Board Members Present:** Denise Carabetta, Joanne Kelleher

1. **Call to Order** — Gail called the meeting to order at 6:10 pm.

2. **Secretary Report** (Ellen)

A question was raised about the minutes as submitted causing a revision.

*Jerry moved to approve the minutes of 11/13/18 as amended, seconded by Michelle. All in favor.*

3. **Treasurer's Report** (George)

CHECKING-- \$10,787.89

SAVINGS/MONEY MARKET--\$31,517.78

BALANCE/ASSETS—\$42,305.67

Over \$1,100 in donations were deposited in December. A suggestion was made to be sure all donor information is recorded in our *Little Green Light* database. The process shall be: the treasurer will send the secretary a thank-you request for each donation. The secretary will then send the donor information to Robin Taille for submission to *Little Green Light*.

A deposit of \$301.41 was made from the *Just For You Gifts* fundraiser.

*Jerry moved to approve the treasurer's report seconded by Jan. All in favor.*

## **YMCA Polar Plunge**

Should SEF be represented at the YMCA Polar Plunge fundraising event? A discussion took place with enthusiastic interest in the cause, but not the actual plunge. *Jerry moved that \$300 be allocated for an SEF Ghost Team for the YMCA Polar Plunge, seconded by Ann. All in favor.*

Would any board members be willing to take the actual plunge?

## **4. Committee Work**

### **a. Grant Committee (Jan)**

- i. Generating new grant proposals: Tim sent a letter to the staff encouraging grant submissions with copies of a recent Observer article. Questions were raised as to how to generate more interest in making grant proposals or why there might be some reluctance to apply for a grant. A *Survey Monkey* will be created to answer some of these questions.
- ii. Grant #4 from the fall round of grants was returned for revision. It was not resubmitted in time for consideration in January. Perhaps it will be resubmitted for the spring round.
- iii. Grant policy will be revisited at the next meeting with concerns raised about the current policy of not awarding repeat grant proposals and not funding food items within grant proposals.
- iv. The Spring Grant Committee will meet on April 22 at 6:00, location to be announced. Let Jan or Denise know if you intend to work on this committee.

### **b. Board Development (Jan)**

#### 2019-20 Executive Committee

Jan explained the role and responsibilities of the executive committee and the process / timeline for developing successive executive committees. All current executive committee members should let Jan know ASAP if they intend to continue next year. A nominating committee is forming.

### **c. Resource Development (Gail and Michelle)**

- i. Gala Sponsorships
  - o All members need to work to find sponsors and donors willing to donate funds, goods, or services. A sponsorship letter, donor and sponsor forms, and a sponsor poster was distributed.
  - o Look beyond Southington to larger businesses such as Cheesecake Factory or J Timothy. Make contacts in person or by phone.

- Gail will share a Google link with last year's donor information for our reference.
  - Jan submitted an application to CFGNB for their funding support.
  - Businesses who donate services will be recognized at similar levels as those who donate money.
- ii. Gala Planning
- The Mountain Room has added an outdoor patio space.
  - Tops is looking at upgrading their food service a bit.
  - New live auction ideas include a craft brewery crawl with limo. Does anyone have a vacation home or beach house to lend for a weekend?
  - A flier for guests to sign up to attend will be posted on the website. Cost: \$60pp / \$50 for SPS staff.
  - An idea to honor SEF founding members (including Dr. Erardi) at the gala in honor of our 10<sup>th</sup> anniversary was heartily endorsed.
  - A Gala planning meeting is scheduled for January 22<sup>nd</sup>, 6:00, at The Orchards.

5. **Motion to Adjourn**– Gail adjourned the meeting at 7:54 pm.

**6. Dates to Remember:**

January 22, 6:00, The Orchards – Gala planning. (Come one. Come all.)

February 12, 6:00, The Orchards – Next full board meeting

March 30 - Spring for Education Gala

April 22, 6:00 (TBA) - Grant committee meeting

Mission: The Southington Education Foundation, Inc. is committed to instilling a life-long love of learning in all children through innovative, creative learning experiences that expand upon existing educational opportunities. The Foundation will partner with the community to secure resources, inspire excellence, and enrich student achievement.