



Southington Education Foundation Full Board Minutes

October 9, 2018
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, Joyce McAloon, Ann Taylor

1 Executive Board Members Absent: Tim Connellan

3 Full Board Members Present: Denise Carabetta, Gloria Brown, Nancy Garry

1. **Call to Order** — Gail called the meeting to order at 6:06 pm.

2. **Secretary Report** (Ellen)

*George moved to approve the minutes of 9/11/18; seconded by Paula.
All in favor.*

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

CHECKING-- \$13,137.28
SAVINGS/MONEY MARKET--\$31,509.84
BALANCE/ASSETS—\$47,379.12

*Motion to approve the treasurer's report - Gail
Second - Jan
.All in favor.*

4. **Committee Work**

a. **Board Development**

i. **Board Manual** – Denise and Jan

Denise reported that there are parts of the manual that still need to be completed by members or be removed. The Executive Committee can start to review the work on Google Drive and provide input there. (A Google email account is required for this.) This work will be revealed in segments for review and comments.

ii. **Terms of Officers** – Jan

Discussion: Jan explained SEF's history on term limits. Members related term limit requirements of other organizations for comparison. The point was made that it takes a time to learn the chair's position. Should we consider making changes? Could the vice-chairperson's responsibilities be better articulated in terms of succession planning?

iii. **Membership** – Jan

All members are responsible for recruiting new members. Jan proposed a detailed *Membership Drive Plan*. Electronic and printed invitations to join SEF will be available for members at the Trivia Bee and the November meeting. The need for an updated brochure was raised. Michelle will investigate the value of our Chamber membership investment. Paula suggested creating a recognition award for outstanding educational contributions in our community as an addition to the gala to increase exposure.

b. **Scholarship**

i. **Arts and Humanities Scholarship**

Paula reported that SoCCA is not in a position to partner with SEF on a scholarship at this time but might be able to entertain the idea in the future.

Jerry moved that SEF fund a \$1,000 Arts and Humanities Scholarship (seconded by Paula). Discussion: Paula will try to get SoCCA to contribute at a later date. Ann and Michelle will work on the scholarship description in time for the November 15th submission deadline. Readers for all three SEF scholarships were confirmed. *All in favor.*

c. **Grants Committee**

i. **Grant Recognition Program** - December 4th

Paula will check on use of SoCCA for the event. Ellen and Jan will send invitations and plan the evening.

ii. **Greg Tang Math Night** - Repurpose Funds

Greg Tang's son will not be available to work with children at the event. The math coordinator has requested some of the \$1,000 designated for Greg Tang Jr. be used to obtain the help of 20-25 high school students.

Joyce moved to re-purpose up to \$300 for the purchase of gifts for student volunteers, seconded by Jan. A discussion took place about the appropriateness of using gifts to acquire student volunteers.

Michelle proposed an amended motion for SEF to repurpose up to \$300 for the coordinator to use at her discretion to acquire student volunteers for Greg Tang Night, seconded by Jerry. All in favor.

d. **Marketing/Outreach**

i. **School Ambassadors**

Joyce distributed folders of materials that ambassadors will find useful in connecting with their respective PTOs. Materials include talking points, policy, SEF dates, letters, and information about SEF grants and programs.

ii. **SHS Math Team**

Michelle reported that the HS math team is at risk of being disbanded due to a loss of funds previously acquired from the school's vending machines. They are asking SEF for \$250 in "seed money" so that they may compete this season.

Jerry moved that \$250 be donated to the SHS math team on behalf of SEF's continued marketing of S.T.E.M. Seconded by Jan. The discussion included questions about future sponsorship and marketing opportunities similar to the robotics team and Project Lead the Way. *All in favor.*

iii. **SEF Bulletin Board**

Michelle reported that the SEF bulletin board in the Municipal Center is in need of an upgrade and suggested the board be used to promote upcoming SEF events. Paula volunteered to design a new board. Ellen will help.

e. **Resource Development**

i. **Spring Gala** – March 30 – Mt. Southington

Gail suggested we get an early start on Gala preparations this year. Jerry will send out save-the-date notifications on social media following the Trivia Bee. Michelle will start working on revising sponsorship letters and forms. Jan will look into applying for another CFGNB sponsorship. A committee will be formed and will meet briefly after the November meeting.

ii. **Trivia Bee** - November 1st Southington HS

Plans underway for the evening were well received. Jerry created the trivia questions at three levels of difficulty. Paula explained how the competition will run. The audience will have an opportunity to participate. Gloria suggested a challenging type of trivia question in the event of tie. It will be all hands on deck the night of the event.

5. **Motion to Adjourn**– Gail adjourned the meeting at 7:56 pm.

6. **Dates to Remember:**

Trivia Bee - November 1st, 7pm, SHS Auditorium. All hands on deck!

Greg Tang Math Night – November 8th, 5:30-6:45, DePaolo.

November meeting - November 13, 2018, 6-7:30 p.m., at The Orchards.

(Brief Gala Committee meeting to follow the regular business meeting)

Just For You Gift Shoppe Fundraiser – December 1st, 10-5.

Grant Recognition Night - December 4th, SoCCA .

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.

Core Values: Innovation, Learning, Equity, School-Community Partnership, Integrity