



## Southington Education Foundation

November 13, 2018  
6:00 p.m. to 7:30 p.m.  
The Orchards

### Full Board Meeting Notes

Executive Committee Present: Gail Duffy, Michelle LeBrun-Griffin, Jerry Belanger, Ann Taylor, George Fournier, Jan Galati, Joyce McAloon (Quorum)

Executive Committee Absent: Ellen Bellinger, Paula Knight, (Tim Connellan)

*Full Board Members Present:* Denise Carabetta, Susan Reisman, Gloria Brown, Joanne Kelleher

1. Welcome/Call to Order - 6:07 p.m. - Gail - All commented on success of Trivia Night! Kudos to sub-committee!
2. Approval of Minutes from October 2018 - Gail (in Ellen's absence)  
*Motion to approve minutes* - Joyce  
Second - George  
Discussion - None  
Vote - All in Favor, Approved
3. Treasurer's Report November 2018 - George  
Checking - \$15,008.93 (3 teams outstanding registration fees for total intake for Trivia Night at approximately \$4,000)  
Savings/Money Market - \$31,499.31  
Balance/Assets - \$49,253.44

*Motion to approve Treasurer's Report* - Jan

Second - Joyce

Discussion 1 - Michelle raised need to know total funds available minus reserves for operating expenses for grant approvals this evening ( $\$49,253.11 - \$2,732 = \$46,521.44$ ).

Jan added that we also need to subtract total "projected expenses" to date (i.e., Science at Sloper \$5,000 (remaining), Scholarships \$3,000, and Fall/Spring Grants at \$15,000) for final total of \$23,521.44 for "available funds".

Discussion 2 - Gail raised question regarding registration fee for student team at Trivia Night (i.e., should have been \$100 vs. \$300). Jerry will follow-up to inquire if personal donation or through funds raised to determine need to return \$200.

Vote - All in Favor, Approved

Discussion Regarding Value-Add of Chamber of Commerce Membership - Michelle will inquire regarding difference in cost for "premium" or "executive" membership before asking George to pay invoice for "classic" level at \$150. Seeking business emails/addresses for direct communications.

#### 4. Committee Work

##### a. Scholarship Committee - Ann/Sue

*Motion to approve wording of scholarships for 2019, including new scholarship for Arts and Humanities* - Ann

Second - Gail

Discussion - None

Vote - All in Favor, Approved

##### b. Grant Committee - Jan/Denise

*Motion to approve Grant #1 - Students and Seniors Creatively Collaborating to Rock the Community at \$1611.95* - George

Second - Michelle

Discussion - None

Vote - All in Favor, Approved

*Motion to approve Grant #2 – Extending Student Engagement in Mathematics through the SHS Math Team at \$1220.28* - George

Second - Jerry

Discussion - Reminder, in addition to \$250 already awarded to Math Team.

Vote - All in Favor, Approved

*Motion to approve Grant #3 - Merging Augmented Reality with Writing at \$500* - Gail

Second - Jan

Discussion - None

Vote - All in Favor, Approved

*Motion to extend timeline for approval of Grant #4 to January (\$2,120.62)* - Jerry

Second - George

Discussion - Jerry raised procedural question if it was necessary to set aside funds if only \$3,288.09 of allocated \$7,500 for Fall Grants has been expended. Is there a timeline for use of Fall dollars before returned to “general funds”? Michelle asked that procedural change be made to send “blinded” grants to all Board members for review, not just Executive Committee.

Vote - 5 yes, 1 no, Approved

*Motion to move Grant #5 - Cultivating an Emotionally Responsive School Climate (\$13,322) - from Grant Committee to Program/Partnership Committee for inquiry regarding district direction/focus and interest of local foundations to co-sponsor* - Michelle

Second - Jerry

Discussion - Gloria asked if should be funding given heavy PD vs. student focus?

Michelle asked that procedural change be made to seek Executive Committee approval prior to outreach to local foundations to assure “umbrella” outreach is conducted on behalf of SEF vs. for purposes of single grant.

Vote - All in Favor, Approved

Program/Partnership Subcommittee for this Grant - Denise, Joanne, Gloria (TBD), Paula (TBD), Nancy (TBD), Ellen (TBD) - Michelle will first set-up conference call/meeting with Tim to discuss district direction/focus.

Final Plans for Recognition Program/Membership Drive (12/4) - Jan (in Ellen's absence) - 6:30 arrival at SoCCA to assist with set-up (not a formal Board meeting); Ellen working on program (Michelle and Gail reminded of importance of second eye/proofreaders.); Paula developing Powerpoint and printing certificates; need count for set-up - suggested invites needed; Ellen will send out reminder to guests and speakers; please sign-up for food and remember to wear name badges.

Michelle and Joyce will get emails for presidents of Civic Organizations and send to Ellen; Gloria will get listing of retired teachers and send to Ellen; Michelle will post event with RSVP on Chamber of Commerce FB page; Michelle will ask Justin about status of name badges for new Board members.

c. Program/Partnership Committee - Michelle

*Motion to approve LEAF Project at \$10,000 for current year - Jerry*

Second - George

Discussion - Improvements to September 2017 application, including focus on school gardens and field trips, and SEF participation in annual evaluation/review of impact was welcomed by Board. Denise noticed bussing for field trips was missing from expenses and should be added. Several questions were raised regarding other funding sources/what other federal and state grants are being pursued? Responses included: nutrition grant, environmental grant, farm heritage grant, crop insurance, etc. Gail raised concern regarding committing dollars for potential new Board next year. Jan reminded group of Program Policy regarding importance of two year minimum commitment for Program Grants.

*Amended Motion to approve LEAF Project at \$10,000 for current year and 2019-2020 with request for application renewal in September 2020 - Jerry*

Second - George

Vote - All in Favor, Approved

d. Resource Development

Sponsor Drive for Gala - Gail - Gail shared planning worksheet with Board members and stressed importance in all pursuing sponsors and participants (e.g., grad seats should be draw, can seat up to 200). Each Board member should use worksheet to document personal contacts/categorical outreach. Gail and Michelle will work on revisions to sponsor letter and levels (e.g., "10 Karat" Fan of the Foundation) for dissemination. Jerry will start marketing through social media in December. Discussion regarding marketing ensued. Gail will schedule planning meeting in December/January.

Thank-A-Teacher - Michelle will follow-up with subcommittee (Ann, Ellen, Joyce, Nancy) via email.

5. Motion to Adjourn - 7:52 - Michelle

Respectfully submitted to Full Board by Michelle on 11/13/18; Revised 1/8/19.