



**Southington Education Foundation
Full Board Minutes**

November 14, 2017
6:30 p.m. to 7:30 p.m.
Hatton School, Media Center

Quorum: 5 Executive Board members

7 Executive Board Members Present:

J. Belanger, E. Bellinger, G. Duffy, G. Fournier, P. Knight, M. LeBrun-Griffin, K. Maccione
(Absent: Tim Connellan and Joyce McAloon)

4 Full Board Members Present:

D. Carabetta, J. Galati, D. Gilewski, A. Taylor

1. **Call to Order** - 6:36 p.m. by Michelle

3. **Secretary's Report** - Ellen

Motion to approve Minutes of 10/10/17 - George

Second - Michelle

.All in favor

4. **Treasurer's Report** - George

CHECKING—\$15,893.48

SAVINGS/MONEY MARKET---\$31,480.80

BALANCE/ASSETS—\$47,374.28

Motion to approve – Gail

Second - Kelly

.All in favor

5. **Committee Work**

a. **Marketing/Outreach** – Paula/Jerry

- i. Flyer Update – Paula will look into getting graphic art support from SPS and CCSU as Joe will no longer be available to help.

- ii. Robotics Sponsorship – Michelle moved to sponsor the robotics team at the \$1,000 gold level: SEF logo on t-shirts, in yearbook, and on a plaque.
Second - Paula
All in favor

b. Scholarships

- i. Process Update - Ann
Ann reported that she met with the high school secretary to confirm the amounts and procedure.

c. Resource Development - Gail

- i. Auction Update
A large fundraising event called “Spring for Education” is planned for Saturday, March 24, 2018 at the Mountain Room, catered by Topps Market. Ticket price will be at the \$50 level. Jan submitted an application to the Community Foundation of Greater New Britain (CFGNB) for a \$750 grant. Both live and silent auctions are being considered. Various details about live auction items, promotion, decorations, programs, and music were discussed. The committee will meet again at 6:30 on December 5th at SoCCA (prior to Recognition Night).
- ii. Just For You Fundraiser - December 2nd
A flier has been created and sent to Michelle Passamo for disseminate through the SPS website, principals, and PTO presidents.

d. Board Development - Jan

- i. Manual Update
The committee decided on an electronic manual format using Google Drive. The content will focus on SEF Policy and Procedure. There will be a hard copy for the first year only. Input from committee chairs is needed. A goal is set for creating an outline by January and completed manual by June.
- ii. Annual Membership/Grant Program Update
“Recognition Night” will take place at 7:00 on December 5th at SoCCA. Invitations were sent. The program includes meet and greet time with refreshments, an introduction to SEF, presentations of the two 2016-17 grant awardees and two partnership programs, a word from the CFGNB president, and some Q & A. Paula will coordinate the power point presentations and create certificates for framing.

e. **Grants** – Kelly

i. Fall Grants -

Four applications were reviewed by the grant committee. One met the established criteria and was accepted.

Gail moved to award \$3,626.97 for *Next Generation Science: Probeware*.

Second - Jerry

All in favor.

Michelle will contact the superintendent to request notification of educators prior to winter break about applying for spring grants, including encouragement for educators to apply with the new grant application and timeline.

f. **Program/Partnership Development** - Michelle

No Updates

g. **New Business** - Jan

i. Main Street Foundation

Jan completed forms for *Main Street Foundation's Community Wish List*, an organization from which SEF could request donations and/or volunteers.

ii. Chamber of Commerce

Purchasing advertising space in the chamber's directory was discussed.

Michelle moved spending up to \$250 for an eighth page ad.

Second – Gail

All in favor.

6. **Next Meeting** – December 5, 2017 at SoCCA, 93 Main Street

6:30 Spring Event Committee

7:00 Recognition Program

7. **Meeting Adjourned** - 6:32 p.m. – Michelle

Important Dates to Remember:

- Saturday, December 2, 10am to 5pm - Shopping Fundraiser at *Just for You Country Gifts*
- December 5th - 6:30 committee meeting, 7:00 Recognition Night at SoCCA
- March 24th *Spring for Education* at the Mountain Room
- April 19th at 7:00 P.M - *SEF Adult Spelling Bee*

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