



Southington Education Foundation

June 11, 2019

6:00 p.m. to 7:30 p.m.

Jan Galati's House

Minutes of the Annual Meeting

Quorum = 6 Executive Board members

8 Executive Board Members Present: Jerry Belanger, Ellen Bellinger, Gail Duffy, George Fournier, Jan Galati, Paula Knight, Michelle LeBrun-Griffin, and Ann Taylor.

2 Executive Board Members Absent: Joyce McAloon and Tim Connellan,.

3 Full Board Members Present: Nancy Garry, Joanne Kelleher, and Dianne Quinn.

1. **Welcome/Call to Order** – Michelle

The meeting was called to order at 6:16 pm.

Michelle reported that compliments were received for the group's good work at the drive-in.

2. **Approval of Minutes** from May 2019 - Ellen

George moved to approve the minutes of 5/14/19. Jerry seconded.

The minutes were approved.

3. **Approval of Treasurer's Report** June 2019 - George

George reported Sloper expenses have been paid and fell within the budgeted amount.

Names of SEF officers were sent to the Secretary of State and names of new officers will soon be sent to the bank.

CHECKING-- \$10,808.04

SAVINGS/MONEY MARKET--\$21,524.23

BALANCE/ASSETS—\$32,332.27

Ellen moved approval of the 6/11/19 treasurer's report. Seconded by Jan.

The treasurer's report was approved.

4. **Committee Work** (Committee Chairs and Membership will be reviewed in September)

a. **Grant Committee** – Jan

i. **Approval of Revised Grant - Stop! Create & Animate** - \$3657.21

The applicant affirmed that existing technology at her school would not support this program. When she researched ways to reduce the cost of her grant proposal, she found that the software could run on iPod Touch units, which are less costly than the iPad Minis originally requested. She then resubmitted a budget with the iPod Touch units replacing the iPad Minis.

Jerry moved to accept the \$3657.21 revised Stop! Create & Animate grant proposal. Seconded by George. All in favor. The revised grant was accepted.

ii. **Proposed Revisions to Grant Application**

The grant committee's proposed revisions to the grant application form were discussed. Michelle moved (seconded by Jerry) to allow the grant committee to move forward with changes to the grant application for efficiency and clarification purposes. All in favor. The motion passed. The application will be revised before posting on the website in mid-July.

iii. **Meeting with SPS Accounting Manager**

Grant committee chairs met with accounting manager, Jennifer Mellitt, who clarified how grant funds were processed and dispersed through her. To avoid paying tax on purchases, Jen suggests to grant recipients that they use SPS vendors as much as possible or, if not, to contact her. Unspent grant money is returned to SEF through her.

iv. **Fall Award Timeline**

The deadline is October 1st for fall grant applications. Michelle will contact the superintendent to get the word out to teachers.

b. **Scholarship Committee** - Ann

i. **2019 Recipients**

The three scholarship winners were announced on awards night:

STEM: Rebecca Dorzens

ERARDI: Abhiram Bhamidipati

ARTS: Michaela Hughes

A photo and a press release will go out soon.

ii. **Scholarship Revisions**

Ann and Paula will meet over the summer to recommend changes to the Arts & Humanities Scholarship description and the rubric.

c. **Marketing/Outreach** –

i. **Convocation Table**

Paula, Ann, Jan, and Jerry (possibly) volunteered to represent at convocation on August 27.

d. **Resource Development** – Gail

i. **Trivia Night Committee** – Paula and Jerry (co-chairs)

Some new ideas for the trivia night were discussed. A committee was formed to organize the event: Michelle, George, Ellen, and Gail.

e. **Board Development** – Jan

i. **Installation of Officers**

Jan installed the 2019-2020 officers:

Chairperson – Paula Knight

Vice Chairperson – Jerry Belanger

Secretary – Ellen Bellinger

Treasurer – George Fournier

Paula thanked Gail and Michelle, on behalf of the membership, and presented them with our gifts.

ii. **Membership Commitment and Conflict of Interest**

Members signed agreement forms.

iii. **By-Law Revisions**

A committee was formed to review and make suggestions for Bylaw revisions. Paula, Jan, and Joanne volunteered.

5. **Approval of 2019-2020 Calendar**

Michelle moved, (seconded by George) to accept the following schedule of meeting and event dates. Business meetings will continue to be held at The Orchards. The calendar was approved.

Business Meetings - 9/17, 10/8 (Jerry will preside) 11/12, 1/14, 2/11, 3/10, 4/7, 5/12, 6/9

All-Hands Events – 11/7 (Trivia Night) 12/3 (Grant Recognition) 3/28 (Gala) 6/6 (Drive-In)

6. **Motion to Adjourn** – The meeting adjourned at 7:33 pm.

7. **Social** - Thank you to Jan and Bob for hosting our end-of-year meeting/social.

Respectfully submitted,
Ellen Bellinger, Secretary

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