

## Southington Education Foundation

### Executive Board Meeting Minutes

February 14, 2012

#### Attendance:

B. Lutz, G. Costanzo, R. Marut, B. Pestillo, and J. Galati. Conflicts presented a problem for a number of members.

**Call to order** by Bill Lutz at 6:30.

**Secretary's Report** move to accept by Beth and seconded by Ron.

**Treasurer's Report** read by Beth, indicating several deposits. The Outback fundraiser: 118 in attendance; this fundraiser resulted in \$4216 profit. Additional deposits include donations in memory of Dr. Erardi's mother; a donation by the Matthews family.

The SEF can now use the Chamber of Commerce for advertising at a cost of \$125 per mailing and enabling the organization to reach approximately 600 businesses.

Spelling Bee is going forward. Joe Fury will emcee this event. Two teams: SEA and NE Bank.

#### Fundraising

- Beth has researched hiring a professional fund raiser
  - Beth provided information about ethics from the Association for Fundraising Professionals (AFP) at [afpct.afpnet.org](http://afpct.afpnet.org)
  - She provided two proposals: Commission Fundraiser vs. Hourly/Bonus Plan
  - The Hourly/Bonus plan is approved by the AFP but will require a written log for tracking hours. This plan was approved by the Executive Board unanimously.
  - Beth will speak to Tony about a contract as a subcontractor for the professional fundraiser
  - An advertisement will be used to publicize this position (Dawn)
  - Beth will develop an application via contact with the BOE
  - Beth will conduct interviews but is requesting assistance from other board members to sit in. Jan offered to participate in interviews.

#### Grants

- Presentation of recent grants was well-received
- Bill offered the idea of a more formal relationship with Chris Boulanger. He will act as the liaison along with George who offered any additional information from the grants committee such as the history of previous grant requests
- George reported on the revisions being conducted by himself along with Jan. Other grant committee members have been notified and can assist if interested. The focus will be clarity of standards, revision of grant committee's rubric, and a blind process which eliminates the name of applicant

## **STEM**

- Bill reported the next steps for fundraising as: a design of the STEM building, an architect with construction experience and determination of substantial amount of money prior to announcing the campaign.
- Bill offered to contact Dave Fryer of Fryer and Associates. A meeting with the architect would include Bill, Dave, Tony and a YMCA representative
- A formal document needs to be drawn between the YMCA and the SEF
- Bill reported that Dr. Erardi is confident of income from participation from surrounding towns

## **Nominating Committee**

- The committee will meet next week
- Terms expire for Dave, Ron and George
- The committee will discuss a new process, whereby the Vice-Director chairs the BAL meetings; BAL meetings may be held more frequently

## **New Business**

- Beth discussed and provided a written list of free educational workshops offered by the Main Street Foundation.
  - Bill will encourage members to participate in at least one workshop
- Beth encouraged SEF board members to attend the STEPS meeting as Aqua Turf on Wednesday, March 7<sup>th</sup> at 7:00 pm
- New member on the Board at Large: Lisa Olsen was unanimously accepted to the BAL

**Next BAL Meeting will be held on Tuesday, March 13<sup>th</sup> at Hatton School at 6:30.**

The meeting ended at 7:41. Motion by Ron and seconded by Beth.

Respectfully submitted,

Jan Galati

Secretary

## **Addendum for the February 14, 2012 Executive Board Meeting Minutes**

### **Election of Officers**

The Southington Education Foundation's Nominating Committee presented its Slate of Officers for 2012-2013 as:

Chair: Dawn Miceli

Vice Chair: Jan Galati

Treasurer: Alan DeBisschop

Secretary: Ron Marut

George Costanzo made the motion that the secretary cast one ballot for the proposed slate of officers. Tony Sheffy seconded the motion. The motion authorizing the secretary to cast one vote for the proposed slate of officers passed with no opposition. The one unanimous vote elects the slate of officers listed above.