

**Southington Education Foundation
Executive Board Meeting
June 9, 2009
Minutes**

Members in attendance:

Dr. Erardi, George Costanzo, Kelley Maccione, Bill Lutz, Ron Marut, Dawn Miceli, Dave Monti, Beth Pestillo, Tony Sheffy

Anthony Alan Sheffy opened the meeting at 7:30 p.m.

Corporation Formation

- George has been working on the requirements for the 501c3 application.
- The bylaws, grant application procedure, and conflict of interest policy have been updated and approved by the board for the application.

Bylaws

- Have been updated and are posted in the public folder.

Projects

- We will continue to gather large scale project ideas.

Public folder/communications

- Please let Tony know if anyone is having difficulty accessing the public folder
- Please check the folders for updated forms and communication
- A list of scheduled presentations is posted.

Committees

- **Fundraising**
 - Concerns were discussed over large scale fundraising before tax-exempt status is obtained. It was agreed that the board will focus on smaller fundraising events over the next year.
 - We will continue with an event on Friday, October 16th. This will become a social meet and greet event, recognizing Southington's contributors to society. Details still need to be worked out.
 - Beth will modify the letter being sent out to the board at large discussing commitment and participation. She will send it out this week so responses can be gathered for the next meeting. Board at Large members will also be asked to send in their donation of \$100.
 - Board members will appeal to civic groups for donations. Tony will draft a letter to send out to organizations stating our purpose and willingness to present before their board.

- **Grant**
 - An updated grant application procedure is posted in the public folder
 - No dollar amount will be stated on grant form. Grants will be award based on need, and innovation.
 - Grant honorees may be awarded at the October 16th function

- **Research**
 - Dave spoke to a group at DePaolo School.
 - We will use information from the grant process to assess needs and project ideas
 - We currently do not have a scholarship foundation in town. The idea was raised for the foundation to manage such scholarships and donor designated awards.

- **Marketing**
 - Diann Thomson has created a letterhead with the foundation's logo
 - Dawn is submitting a press release announcing the election of the foundation's Board of Directors. Christine Romano came at the start of the meeting to take a photo for the press release.
 - A tri-fold brochure needs to be created for hand out before we make presentations to civic groups. This brochure will provide an organized, consistent message for board members to follow. It will include our mission, logo, FAQs, and section to submit donations.
 - Board members will look into printing options.

- **Website**
 - Dawn presented on the website. Jerry Belanger has been working on the website and recommends we have a content management system to make it easier to maintain.
 - The board discussed design and color. Members will look into custom design options.

The next Executive Board meeting is scheduled for June 23rd at 7:00 at Hatton School

Meeting was adjourned at 8:45p.m.

Respectfully submitted,

Beth Pestillo