



Southington Education Foundation  
Executive Board Meeting  
December 16, 2016  
**Minutes**

**Attendance:**

**Executive Board Present:** Jan Galati, Gail Duffy, Jerry Belanger, George Fournier, Paula Knight, Tim Connellan

**Full Members Present:** Ellen Bellinger, Denise Carabetta, Donna Gilewski, Joyce, McAloon, Justin Mirante, Joanne Kelleher, Corinne Khajawa, Dave Monte, Ann Taylor, Andrew Pion

**Absent:** Kelley Maccione, Michelle LeBrun-Griffin, Alan DeBisschop, Kim DeFusco, Linda Flynn, Steve Giudice, Beth Hosmer, Patricia Johnson, Diana McDougall, Ann Micacci, Dawn Miceli, Dawn Pooler, Beth Pestillo, Steve Proffitt, Sherry Russman, Tony Sheffy, Rick Veilleux

1. Call to Order-Executive Board Meeting was called to order by Gail at 6:40 p.m.in The Orchards Meeting Room. This meeting was followed by an Open Meeting to inform potential members about the SEF and a Grant Recognition Ceremony for eight (8) grants and the awardees.
2. Vote to approve the minutes from the November 1, 2016 SEF Executive Board Meeting:  
1<sup>st</sup>-George  
2<sup>nd</sup> Gail  
All in favor- Vote passed
3. Treasurer's Report: George Fournier presented the Treasurers Report- Full report was shared with the committee. Savings: \$41,442.75; Checking: \$18, 266.52; Balance: \$59,709.27. Expenses included Sloper Science Program. Check received for the Drive-In Movie event: \$2,000.00.  
Vote to accept the Treasurer's Report:  
1<sup>st</sup> Paula  
2<sup>nd</sup> Jerry  
All in Favor- Vote passed
4. Committee Work- Jan
  - a. Board Development: Jan presented an informational handout (*Executive Board Term Status/ Timeline for Process* Handout follows minutes.)
    1. Nominating Committee: Jan stated that in the absence of volunteers for the nominating committee, she asked that the directors seek present (Full Board) members to move to a leadership role on the Executive Board. Gail said that present SEF members should give thought to this kind of commitment. She added that the Executive Board presently needs a

Vice-chairperson. Discussion followed in regards to the responsibilities of this office.

1. Potential Members: Paula suggested that a strategic goal might be 'friend-raising'. Each member might consider bringing a friend to meetings throughout the year. This could serve as a personal goal for the members for the upcoming year.
  2. Slate of officers: Gail stated that both she and Michelle are committed to continue in their role as co-chairpersons in the upcoming 2017-2018 term that would begin in Spring. Jan indicated that her second (consecutive) term ends Spring 2017 and the present By-Laws precludes her from continuing as an Executive board member. George Fournier was asked to consider his role as Treasurer for 2017-2018 term.
- b. Resource Development- Gail
1. Crystal Bees Update
    1. Date confirmation: Gail was not able to confirm the desired March 12<sup>th</sup> event date but expected to hear from their representative and would share the date determination with the group as soon as she heard from Crystal Bees.
    2. Press Release: ?
5. New Business:
- a. The Just-For-You Shop Fundraiser generated \$525.77 and Gail offered to write a thank you to the owner.
  - b. Christopher Columbus Monument: Gail provided information in the form of a letter received requesting that the SEF provide a suggested \$1,000 donation. The monument is expected to be erected in front of the Municipal Building. Mr. Connellan will get more information about this project.
6. Next Meeting—January 10, 2017 at Hatton School Media Center 6:00 p.m.- 7:30 p.m.
7. Motion to adjourn: 1<sup>st</sup>- Gail; 2<sup>nd</sup> Jerry; all in favor-vote passed.

Respectfully submitted,

Jan Galati  
Secretary

## Executive Board Term Status

According to SEF By-Laws:

The main charge of the Executive Board is to set policy and make decisions on how the Foundation will carry out its mission. The present By-Laws allow for 9 to 14 members. Each Executive Board member can serve a term of three years. An Executive Board Member may also re-up (to serve a second three- year term thereby serving two (2) consecutive terms. A time off the Executive Board can allow the member to return.

### Executive Board Status 2016-2017 Term

Member	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Jan	x	x	x	x	x	x		
Michelle				X	X	X		
Jerry				x	x	x		
Gail Kelley					X x	X x	X x	
Paula George						X x	X x	X x

- **The timeline for how this process goes forward...working backwards**

New Term begins June 2017

Transition period leads up to the May meeting 2017

Annual Meeting: Executive Board/Full Membership Board May 9, 2017

Vote on Officers by Executive Board: April 4, 2017

Vote on Slate of NEW Executive Board Members: February 11 (Retreat?) or March 14, 2107

- **Going Forward the Process Timeline**

Vote on Slate of NEW Executive Board Members: February 11 (Retreat?) or March 14, 2107

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#### Officers:

Chairperson may serve for two consecutive years. According to SEF By-Laws other officers are presently set at one year term. However, there have been exceptions. Executive Board members may serve as in a variety of officer roles.

Present officers for 2016-2017

Chairpersons: Gail Duffy and Michelle LeBrun-Griffin

Vice-chairperson: Open

Secretary: Jan Galati

Treasurer: George Fournier