



Southington Education Foundation Full Board Minutes

October 10, 2017

6:00 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, J. McAloon,
(Absent: K. Maccione)

6 Full Board Members Present:

D. Carabetta, J. Galati, J. Kelleher, J. Mirante, S. Reisman, A. Pion

1. **Call to Order** - 6:05 p.m. by Michelle

2. **Secretary's Report** - Ellen
Minutes of 9/12/17
Motion to approve revised minutes - Paula
Second - Joyce
Approved by all.

3. **Treasurer's Report** - George
CHECKING—\$10,357.65
SAVINGS/MONEY MARKET---\$41,477.39
BALANCE/ASSETS—\$51,835.04
Motion to approve - Gail
Second - Paula
Approved by all.

A request was made for a listing of committed funds (e.g., operating costs, promised grants, etc.) to be included with the Treasurer's Report in order to better assess availability of funds for new grants and projects.

4. Committee Work

a. Marketing/Outreach

- i. **SEF Flyer** – Paula and Joe will work on updating the existing SEF flyer. A draft is requested for the November meeting with printed flyers available for the December meeting.

- ii. **Robotics Team Sponsorship** – Gail
SHS's robotics team, ranked 8th in the world, requested SEF's continued support. Their 4 levels of sponsorship with corresponding marketing benefits were discussed. Decision to sponsor is tabled to the November meeting.

iii. **PTO Ambassadors** – Michelle

Ambassadors were established as liaisons for principals and staff at each school. Most schools are covered but ambassadors are still needed for Strong and Thalberg schools. Ambassadors should attend one fall and one spring PTO meeting. SEF flyers can be distributed. SEF pins can be worn. Jan will bring flyers to the November meeting.

b. **Scholarships** – Sue

Motion: Jerry moved to fund SEF's two scholarships at the same levels as the past (\$1,000 each).

Second - George

All in favor.

A scholarship committee is in place and the chairs will attend an upcoming scholarship meeting at the high school.

c. **Resource Development** - Gail

i. A **Kentucky Derby fundraising event** on May 5th was proposed by Gail and widely accepted by the membership. Possible venues were discussed. A committee was formed and a planning meeting is scheduled for October 30th, 6:30pm, at Gail's home.

ii. **Just-For-You-Gifts** - Joyce arranged for the shopping fundraiser to take place on Saturday, December 2nd. Ways to publicize were discussed - a flyer has been created which will be attached to school newsletters. Ambassadors can bring flyers to November PTO meetings.

d. **Board Development** - Jan

The monumental task of putting all SEF processes into a manual, how it might be formatted, and what should be included was discussed. It was noted that much policy and procedure already exists but needs to be organized and refined. Establishing a digital platform for this work is needed. A committee (Joann, Denise & Michelle) is in place to begin this work that Jan will chair. Progress will be reported back to the board at the December meeting.

e. **Grants** – Jan (on Kelly's behalf)

i. **Fall Grant Budget** - Four grant applications were submitted for the Fall Grant period. Concerns were raised about the foundation's budget and ability to fund grants and programs at the same levels as in the past. Current committed expenses were noted. Fall Grants Budget was determined as outlined below.

Motion: Jerry moved to appropriate up to \$5,000 for Fall Grants.

Second - Paula

Motion failed with 3 in favor, 4 opposed.

Motion - Michelle moved to appropriate up to \$10,000 for Fall Grants.

Second - Paula

Motion failed with 1 in favor, 6 opposed.

Motion - Jerry moved to appropriate up to \$7,500 for Fall Grants.

Second - Michelle

Motion passed with 6 in favor, 1 opposed.

ii. **Policy and Procedures** – Committee’s draft of revised Grant Policy and Procedures was discussed. It was suggested that the STEM acronym be replaced by STEAM (**S**cience, **T**echnology, **E**ngineering, **A**rts, and **M**athematics) in order to more explicitly express the inclusion of the arts into grant funding.

Motion - Gail moved to replace the *STEM* acronym with *STEAM*

Second - Jerry

Motion passed with 6 in favor, 1 opposed.

Motion - Michelle moved to move forward with Jan’s draft of grant procedures, revised grant policies, and revised grant application for review again prior to Spring Grant approvals.

Second - Ellen

All in favor.

5. Next Meeting – November 14, 2017, 6-7:30 p.m., Hatton Media Center

6. Adjournment - 7:52 p.m. – Michelle