

Southington Education Foundation

Executive Board Meeting

December 13, 2011

Minutes

Attendance:

B. Lutz, G. Costanzo, D. Monti, R. Marut, B. Pestillo,

A. DeBisschop, T. Sheffy, J. Galati, D. Miceli, Dr. Erardi (absent)

Call to order by Bill Lutz at 6:50 at the home of Tony Sheffy.

Secretary's Report accepted: motion by Dave and seconded by Ron.

Treasurer's Report: Alan indicated assets of \$75,080.67; ESPN \$1,000 contribution is forthcoming. Alan discussed the upcoming expenses that included SEF grants to be awarded in January 2012, renewal of bonding insurance, etc. Alan anticipates that the organization will be within budget. Alan provided a list detailing the amounts for grants awarded to each of the schools in Southington. (Document attached to minutes.) The Treasurer's report was accepted: motion by George and seconded by Dave.

Correspondence: A letter from James Williamson, president of the Community Foundation of Greater New Britain, which accompanied a check in the amount of \$5,000 as full payment of the recent Challenge grant. (This document is included in the Secretary's Report.) Dr. Monti wrote a letter to the Observer to clarify the SEF's role in the STEM project in response to a recent article.

STEM Report on Pilot Program: Dave reported that he recently had the pleasure of being on site at Slopers while students were engaged in outdoor activities. He has received many thank you notes from fourth graders. Bill plans a visit to the fourth grade classes.

Fundraising

- Outback Luncheon Fundraiser on January 28th: Members are encouraged to drop off ticket sales to Linda Flynn in advance or at the door.
- Spelling Bee will be held April 19th. Emcee is being investigated.
- Check from the Community foundation of GNB was received.
- Capital Campaign Committee:
 - This CCC will be a subcommittee of the STEM committee
 - Tony offered to chair the committee and explained his vision as an ongoing financial commitment with varying levels of contributions from supporting organizations/individuals.
 - Kelley Maccione, Alan DeBisschop and Dave Monti have volunteered for this committee. Others are welcome to serve.

- Discussion about investigating the use of a professional fundraiser.
- A motion to create the Capital Campaign Committee chaired by Tony Sheffy was made by Ron and seconded by Dawn. All in attendance were in favor.
- The first meeting will be held at Dave's house on January 12th, 2012.
- General Fundraising
 - Beth indicated that for the gala, sponsorships are the greatest source of funds. She is in favor of a professional fundraiser.
 - A motion was made to pursue a professional fundraiser under the direction of the Fundraising Chairman and for the purpose of general fundraising. The motion was made by Ron and seconded by George. All in attendance were in favor. George offered to contact a friend who is a fundraiser.

Grant Committee: George reports that the quality of the grants has improved. He has been happy to provide advice to those teachers seeking input. A motion to accept the slate of grants was made by Ron and seconded by Dave. The slate of grants was approved unanimously by all those in attendance.

- A committee, comprised of Dawn, Bill, George and Jim Williamson, will meet to define the scope of participation by the Community Foundation of Greater New Britain member who sits on the SEF Grant Committee.

Publicity: Dawn reported that she has been using email blasts to provide updates on the SEF events.

- Discussion about building the base of contacts. Tony suggested Constant Contact, a subscription format.
- Discussion about the standing of the SEF as an honorary member of the Chamber of Commerce and a provider of additional contacts. Tony will research.

New Business

- Nominating Committee is charged with three tasks:
 - Provide the nominations for the officers: VP, President, Treasurer and Secretary
 - Review the Board at Large Committee
 - Determine the process for the review of the members of the BAL
- The Nominating Committee is comprised of Bill, Beth and Ron
 - Tony suggested that the Vice President chair the BAL meetings.
 - Discussion about more frequent meetings for the Executive and BAL committee.
- Communication with Schools
 - Talking Points for Ambassadors draft was accepted and members received copies
 - Finalized copy will be completed for the next BAL meeting; draft copy will be distributed to Michelle Graveline
 - Bill will contact Dr. Erardi about the status of communication with schools.

Next BAL Meeting will be held on Tuesday, January 10th at 6:30 at Hatton School. The Capital Campaign Committee will be held on Thursday, January 12th at Dave Monti's home.

Adjournment: Bill adjourned the meeting at 8:40. Motion made by Ron and seconded by Dave.

Respectfully submitted,

Jan Galati

Secretary