

Southington Education Foundation
Executive Board Meeting
Feb. 10, 2015
Minutes

Attendance:

Michelle LeBrun-Griffin, Jan Galati, Rick Veilleux, Alan DeBisschop, Tim Connellan, Tony Sheffy, Kim DiFusco, Beth Hosmer (late)

Call to Order: Made by Jan Galati at 6:36 p.m.

Approval of Minutes: Motion made by Kim to approve the December minutes. Motion seconded by Rick. Motion passed.

Treasurer's Report: Chamber of Commerce paid. Reconciled account in our favor for \$25.48. See handout. Thank you's to Dave Zoni, John Myers and Mike Riccio. We have a balance of \$71,790.53 and CDs \$4143.44 for a total of \$75,933.97.

Director's Retreat Follow up: Changes in governance (refer to H.O. notes)

1. Slate of 8 new directors
2. Draft by-laws to Tony
3. Send final draft to "directors"
4. Endorsement @ March 10 meeting
5. Notice of April 14 meeting to "BAL" with by-laws, revisions, and intro of new "directors/chairs"
6. Fuse membership meeting to follow executive Board Meeting at 6:30 and 7:30 respectively.

Clarification and discussion regarding:

Executive and Board Members voting rights-Example: slate of officers, selection of chairs to serve on Executive committee to support successful planning. Some things may be more suited after other transitions are in place.

Vice Chair's Report: BAL meeting in December reflect the attendance of constant fans and BOE members. Dave Monti gave a motivating talk about STEM. Participation is down and Jan has reached out and followed up with new members. Jan listed five new members for BAL: Gail Duffy, Diana McDougall, Dawn Pooler, Paula Knight, and Mary Yuskis. Rick made a motion to accept these new members; Kim seconded the new member proposal. Motion passed.

Spelling Bee planning meeting on Thursday with Alan, Jan, Donna and Bill Lutz. Al Terzi will be the MC. Invitations are prepared and a letter will be provided to Debi A. for Tim to share and promote with staff and parents. Our Bee is different from student spelling bee sponsored by SEF and organized by the Record Journal. Tim and Stephanie (LA coordinator) will serve as judges.

BOE Budget: Asked Admin for all needs=7 million dollar increase. Proposed 4% impartial increase to BOE. 3% increase needed to maintain salary, benefits, and purchases services (ex. Transportation). These items are 81% of the budget.

In addition, enrichment programs need supplemental funding (for example after school transportation) to provide equity for all students to participate. The BOE budget was cut to 3.59% increase that will be proposed to the Board of Finance. Discussion: opportunity to market SEF or dangerous because funding what the BOE should but cannot. Michele will work with Jan to create a press release for Tim's review. There is a real need and should not pose a conflict with Tim in the long-term plan.

Old Business: None

Motion to Adjourn: Motion made by Rick to adjourn and seconded by Beth. Meeting adjourned at 7:56 p.m.

Next meeting: March 10, 2015.

Respectfully submitted,

Beth Hosmer, Secretary

Retreat Follow Up February 10, 2015

Changes in Governance	How Documented	Rationale
<p>Executive Committee is the governing body and is composed of four (4) officers plus the chairs or co-chairs of the Standing Committees*</p> <p>Provide a range of EC members such as a minimum of nine (9) and not more than fourteen (14) EC members.</p>	<p>By-Laws</p> <p>*Standing Committees are named in the Board Policy Manual</p>	<p>Size should be manageable for discussion but also sufficient to govern/oversee the Foundation</p> <p>*Name/Number of Standing Committees may change according to need and EC membership</p>
<p>As the governing body the Executive Committee is responsible for decisions regarding approval of major financial outlay and major initiatives or projects</p>	<p>By-Laws</p> <p>Board Policy Manual states expectations of an Executive Committee Member (ECM)</p>	<p>Members of the governing body (ECM) are stakeholders who have been schooled in both procedures and specifics of funding approval for initiatives</p>
<p>Board Members (terminology to replace Board at Large members) are involved in committee work whether at the Standing Committee level or sub-committee level</p>	<p>By-Laws</p> <p>Board Policy Manual</p>	<p>A distinction is made between the governing body and the board members to provide new members the time to become familiar with the Foundation (with a lesser time commitment) and to aspire to the Executive Committee level (greater time and opportunity results in greater impact on the actions of the Foundation)</p>
<p>Quorum is simple majority of Executive Committee (Officers plus chairmen/co-chairmen)</p>	<p>By-Laws</p> <p>Board Policy Manual</p>	<p>The number of members in the Executive Committee may vary from year to year</p>
<p>Attorney Ex-Officio or Consulting Attorney</p>	<p>By-Laws and Board Policy Manual</p>	<p>To ensure that the Foundation maintains its 501 (c) 3 tax-exempt status</p>
<p>Meetings of Full Membership</p>	<p>By-Laws indicate minimum meetings</p> <p>Board Policy Manual is more specific</p>	<p>Content and number of meetings should inform and engage membership, while also providing opportunities for leadership among its members. Ultimately, identifying potential for leadership at EC level.</p>

	By-Laws vs. Board Policy Manual	
	By-Laws relate to the functioning of the board and the relationship to its members. B-L change as needed; broad so to function effectively but not so specific as require frequent revisions	All EC members should be aware of the Foundation's By-Laws. It is recommended that the BL be reviewed yearly as new EC members come on board
	Board Policy Manual is more specific and should be reviewed yearly for changes as needed	The Board Development Committee needs to gain input from EC for changes each year

Actions:

- 1- Contact attorney who is willing to serve in ex-officio capacity
- 2- Establish dates for Full Membership Meetings: monthly meetings as new members are available on second Tuesday of the month. Full Membership Meeting to follow Executive Board (Executive Committee meetings as scheduled)
- 3- Need to secure a larger room for these meetings
- 4- Ratify By-Laws April 14th meeting (7:30) to following Executive Board meeting (6:30)
- 5- Cancel March 5th BAL meeting previously scheduled