

NORTH LAKE EDUCATION FOUNDATION BOARD OF DIRECTORS

Location: North Lake School
Date: November 9, 2020
Time: 6:00pm

Meeting Minutes

Attendees: Holly Hawkins, President; Greg Cornell, Vice President; Adriane Feltz, Treasurer; Betsy Kujath, Secretary; Martin Hughes, BOD member; Suzanne Kelley, BOD member; Liesl Ackley, NLS Superintendent

- 1) Discuss and approve minutes from October NLEF meeting
Meeting minutes from October were approved. Betsy Kujath
- 2) Treasurer report
Holly Hawkins/
Adriane Feltz
- 3) Foundation 501(c)3 filing status update
Holly Hawkins
 - *Bank account*
Adriane has been researching bank accounting options. She contacted three banks:
BMO: no fees, no minimum balance, 200 free transactions per month
Bank 59 in Hartland – 2 options (differ on minimum balances, free monthly transaction limits)
US Bank: Did not return her phone call
The Board selected BMO. The account will have 3 officer signers – Adriane, Holly, and Greg
 - *Insurance options*
Holly got quotes from R&R Insurance and M3 Insurance (NLS carrier). Both offered similar rates for general insurance, liability, and officer insurance. The primary purpose of the liability coverage is for hosting a Fun Run in the spring, which is yet to be determined. Holly will inquire about the possibility of adding liability coverage as a rider later. Liesl will reach out to Boosterthon to see if they are able to host an event in Spring 2021.

4) Teacher mini grant award review
On November 4, NLEF officially awarded 6 grants to teachers and staff at an outdoor ceremony at the school.

Holly Hawkins/
Martin Hughes

5) 2020-2021 Fundraising

- *Water bottles & Scrip gift cards
Fliers went out to the families today! Orders will be fulfilled in early December.*
- *Gift basket silent auction
This will be held November 29-December 3. There are two parent volunteers who collected the donated items in early 2020. Liesl will reach out to those volunteers to get a firm time commitment from them to put on the Silent Auction using the Handbid software. Holly offered to help them work through the software and set up the auction.*
- *Ongoing fundraisers to transition to NLEF*
 - *Amazon Smile
Requires a checking account, email address, and voided check. Pays out quarterly via wire transfer.*
 - *Box Tops for Education
Holly will contact the administrator of the program to see if she is willing to continue in that role.*
 - *Piggly Wiggly receipts*

6) Website and social media review

- *Functionality and testing
The site launched this week. Board members are encouraged to review the site and offer any feedback to Greg. Martin will take headshots of the Board at the December meeting. Anyone who is not able to attend the December meeting should send their headshots to Martin.*
- *Donation acceptance
In order to be able to receive donations, NLEF needs a bank account and articles of incorporation. Betsy will be responsible for sending thank you notes to donors.*
- *Facebook and Instagram pages
Board members are encouraged to visit and like the NLEF Facebook and Instagram pages.*

Greg Cornell/
Holly Hawkins

7) Open discussion

*As we launch the NLEF to the NLS parent community, we will provide information about the various volunteering opportunities on the different committees.
When the NLS Board makes the official transfer of the remain STEAM funds to the NLEF, it will be given as a donation specifically designated for building improvements and teacher mini grants.
To take advantage of "Giving Tuesday" the NLEF will solicit donations from the NLS families and the North Lake community*

All

with a flier sent home with students, a Facebook ad, a Google boost ad, and an email sent to those who participated in the March STEAM Trivia Night.

Next Meeting: December 1, 2020 @ 6:00pm