

# NORTH LAKE EDUCATION FOUNDATION BOARD OF DIRECTORS MEETING

Location: North Lake School, Library

Date: October 13, 2020

Time: 6:00pm

## Meeting Minutes

*Attendees: Holly Hawkins, President; Adriane Feltz, Treasurer; Betsy Kujath, Secretary; Martin Hughes, BOD member; Suzanne Kelley, BOD member; Linda Pucek, BOD member; Liesl Ackley, NLS Superintendent*

- 1) Discuss and approve minutes from August NLEF meeting. Betsy Kujath  
*Minutes approved.*
  
- 2) Treasurer report Holly Hawkins/  
Adriane Feltz  
*Holly presented a summary of the NLEF budget with changes reflected in red.*  
*Currently the NLEF funds are maintained in an account under the school finances. Once the 501(c)(3) filing is complete, Liesl will work with the NLS School Board to approve the transfer of funds to a separate NLEF account. Since the money is already in a separate account, the account may simply have the entity name changed.*
  
- 3) Foundation incorporation status update. Review applicable action items. Holly Hawkins  
*We have received all of our paperwork from the State of Wisconsin but are still waiting for confirmation of completion from the federal filing. Once this is complete, the NLEF 502(c)(3) status will be complete.*
  
- 4) Makers Space project update. Holly Hawkins  
*All construction is complete. We received a donation from Fleet Farm, and a separate donation of tools. A NLS alumnus also built a tool holder for the space. Liesl purchased some "Stop the Bleed" kits for the room, and the NLS nurse will conduct training on the kits with the teaching staff next week.*

5) Teacher mini grant submission review and approval.

Holly Hawkins/  
Betsy Kujath

- Review requests submitted  
*Holly and Betsy provided a brief description of the grant requests and considerations for each. Grants were submitted from several grades and a variety of areas (classroom, library, special education, guidance)*
- NLEF and Lake Country Kindergarten (LCK)  
*One grant request was submitted by the LCK 4K teacher. The board discussed whether LCK fits into the parameters of the NLEF mission and agreed that the foundation would support any all students funded under the North Lake School District, including LCK.*
- Approval
- Grant awards process  
*NLEF formed a subcommittee to review the requests and make recommendations on which should be awarded. The committee will submit their recommendations back to the NLEF Board by October 20. Subcommittee members are Holly Hawkins, Martin Hughes, and Carrie Wagner (NLS parent).*

6) 2020-2021 Fundraising

- Shop with Scrip
  - Coordination with LCK  
*NLEF is working with LCK to encourage their families to fundraise through the Scrip program. Funds raised by participating families with children in LCK only will go directly to LCK. Funds raised by participating families with children in both LCK and NLS will be split between the two organizations 50/50.*
  - Marketing Ideas (Martin and Linda)  
*Families have been slow to sign up for the Scrip program. Go forward, NLEF will work on advertising the program through word of mouth, the NLS Facebook family group, and order forms for holiday gift cards in December.*
- Culver's Week
  - Coordination with LCK  
*This year, rather than offering a portion of profits from a single night of sales, Culver's is offering a portion of profits from a week of sales. However, in order for the funds to be given to your organization, customers must specifically mention it by name to the cashier. LCK will be also be doing separate Culver's Weeks that Holly will ensure do not conflict with NLEF Weeks.*
- Water Bottles (Competitor Awards, North Lake)  
*NLEF will work with Competitor Awards on a fundraiser for November 2020. Families will be able to buy water*

bottles with the NLS logo and NLEF website. Bottles can be customized with names printed on the side as well.

- NLS Gear  
*Liesl will find out if NLS Gear can be throughout the whole year or if it can only be done during certain virtual store dates.*
- Corn Fest  
*A possible fundraiser during Harvest Fest in North Lake. A NLS family has a contact who donates ears of sweet corn that are sold by an organization either cooked or uncooked.*
- Playground Fundraiser Baskets  
*During the 2019-2020 school year due to Covid-19 related closures, the PBC was unable to host an event to raise money for a new playground set. There are a large number of silent auction baskets that were intended to be sold at the event that are sitting in the school. Liesl will reach out to the organizer of the event to see if she would be able to put together a virtual silent auction in November and December using Handbid, the bidding system purchased by NLEF. NLEF will support the project and will donate all proceeds to the playground project.*
- Summer Options (golf outing, clay shooting)
- Boosterthon
- Other Ideas

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|----|---|--------------|
| 7) | Subcommittees <ul style="list-style-type: none"><li>• BOD Volunteers</li><li>• Outside Volunteers</li></ul>   | All          |
| 8) | Website Updates<br><i>Holly and Greg are working together on site design (Holly) and architecture (Greg). The platform the foundation is using is Squarespace.</i>  | Greg Cornell |
| 9) | Open discussion<br><i>Meeting time change: Due to member scheduling conflicts, the NLEF meetings will be moved to the first Tuesday of the month with the exception of November to avoid conflicting with Election Day.</i> | All          |

**Next Meeting: Monday, November 9, 2020 and Tuesday, December 1.**