

**EDUCATION FOUNDATION
SPRING QUARTERLY MEETING
ADMINISTRATION BUILDING BOARD ROOM
Wednesday, April 25, 2018 Convened at 12:07
Minutes**

- I. Invocation - Joee Gainer
- II. Minutes of Previous Meeting
- III. Reports
 - A. Financial Reports
 - 1. Quarterly Financial Reports
 - 2. Update on IRS tax exempt status/990 Filing
 - B. Dual Credit Enrollment Reports
 - 1. Spring, 2018 Enrollment Update
 - 2. Projected Fall, 2018 Enrollment
- IV. Discussion and Possible Action Items
 - A. Foundation Fundraiser Dinner Report
 - B. Endowed Scholarship Program Report
 - C. Mini/Research Grant Program
 - D. Annual Review of Strategic Plan
 - E. Golf Tournament Report
 - E. Late Spring/Summer Foundation Plan of Action
- V. Other Business
- VI. Information Items
 - A. Calendar

July 25, 2018 Summer Quarterly Meeting
October 24, 2018 Fall Quarterly Meeting
January 23, 2019 Winter Quarterly Meeting

Mission

In partnership with area organizations, the Everman ISD Education Foundation financially supports students and staff in the enhancement of educational opportunities that enable students to be life-long learners, prepared to compete in a global society.

We achieve our mission by:

- *Providing 100% dual credit funding for all scholastically qualified students to attend academic and advanced technical college courses.*
- *Awarding competitive college scholarships through specified endowments.*
- *Funding educational projects proposed by teachers that provide technology and enhance creativity in the classroom.*

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Minutes of January 24, 2018 Meeting

The proposed minutes of the January 24th, 2018, Foundation Meeting are included in your packet for your consideration and review. The minutes were also emailed to you on April 8th for your review and electronic records.

RECOMMENDATION: Approve Minutes of January 24th Board meeting as proposed.

Minutes were approved as presented.

Motion: C. Sewell

Second: G. Balch

Vote: Unanimous

Everman ISD Education Foundation
Board of Directors
Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Quarterly Financial Report

Mr. Gainer will present the Quarterly Financial Report at the meeting.

RECOMMENDATION: Approve financial reports as proposed.

Total liabilities and fund balances \$830,090.43. PayPal is gaining momentum on website

Recommendation was made to present a motion to add \$45,000 to permanent corpus and establish a non-permanent corpus and put \$160,000 at North Texas Community foundation.

Sewell asked clarification question if funds could be transferred from non-permanent corpus if if needed but still will get better return. Mr. Gainer said funds can be removed, but need to give them advanced notice.

Two motions were presented:

1st motion: Approve financial report as presented. The motion carried

2nd motion: Add \$45,000 to permanent corpus and to establish non-permanent corpus with \$160,000 at CF of NT which will provide a higher return for investment. The motion carried.

First: 1st motion - Sewell 2nd motion: Miller

Second: 1st motion, J. Miller, 2nd motion, Turntine

Vote: Both motions unanimous

EVERMAN ISD EDUCATION FOUNDATION

Balance Sheet

March 31, 2018

CASH			
Cash in bank	288,260.27		
Cash Reserve	<u>100,000.00</u>	406,210.39	
CERTIFICATE OF DEPOSIT			
Compass Bank CD	<u>28,141.27</u>	28,141.27	
ANNUITIES & INVESTMENT POOLS			
Compass Bank / AIG, dated August 2008	0.00		
Community Foundation of North Texas, corpus	<u>250,000.00</u>	250,000.00	
OTHER ASSETS			
Pledges & Accounts Receivable	31,436.69		
Annuity bonus deposit & AIG annuity accreted interest	0.00		
Investment Fund additions - permanent corpus acct	116,056.91		
Investment Fund additions - net unrealized gains	(1,920.27)		
Accrued interest	<u>165.44</u>		
		145,738.77	
TOTAL ASSETS			<u><u>\$830,090.43</u></u>
Current Liabilities			
Accounts Payable / TCC Tuition	\$27,500.00		
Awards, scholarship	\$2,060.00		
Awards, grants	\$0.00		
Taxes/Fees due on Unrelated Business Income	<u>0.00</u>		
Current Liabilities		29,560.00	
Current portion of annuitized reduced value	0.00		
Annuity fees	<u>0.00</u>		
Other current items		0.00	
TOTAL LIABILITIES			29,560.00
Fund Balances			
Unrestricted Funds - (including non-dedicated awards accounts)		375,874.41	
Reserved Funds - invested corpus		362,366.02	
Designated Fund			
Yarbrough Scholarship	10,000.00		
Souder Scholarship	10,000.00		
Bean Scholarship	10,000.00		
Sedalco Scholarship	5,000.00		
Townley Scholarship	1,500.00		
Pfeifer Fund	21,495.00		
Furche Scholarship	2,485.00		
Sears Family Foundation	60.00		
Felicia Bryant	0.00		
Edwards Scholarship	750.00		
Parks Scholarship	1,000.00		
		62,290.00	
TOTAL FUND BALANCES			800,530.43
TOTAL LIABILITIES & FUND BALANCES			<u><u>\$830,090.43</u></u>

FINANCIAL STATUS TO DATE
Quarter Ended March 31, 2018

<u>Dates</u>	<u>Deposits</u>	<u>Descriptions</u>
CASH	<u>388,260.27</u>	Reported Cash Balance, 12/31/2017
	0.00	
1/5//2017 #12310	(1,060.00)	Contract labor
1/10/2017 #12311	(244.95)	Foundation website
1/30/2017 #12312	(58.83)	Supplies reimb
1/19/2018 #12313	(242.70)	Samuel - Sewell grant expense
1/19/2018 #12314	(135.50)	Donor awards
1/24/2018 #12315	(180.00)	Meeting expense
2/1/2018 Dep	96.80	PayPal deposit
2/5/2018 Dep	500.00	Donation to Pfeifer Fund
2/5/2018 Dep	1,000.00	Donation to Parks Fund
2/13/2018 Dep	388.10	PayPal deposit
2/15/2018 #12316	(600.00)	Dinner expense
2/15/2018 #12317	(1,460.00)	Contract labor
2/15/2018 #12318	(166.86)	Samuel - Sewell grant expense
2/22/2018 #12319	(1,430.00)	Contract labor
2/20/2018 Dep	225.00	Dinner donation
2/20/2018 Dep	4,641.67	Employee donations
2/20/2018 Dep	700.00	Dinner donation
2/20/2018 Dep	1,425.00	Dinner donation
2/20/2018 Dep	775.00	Dinner donation
2/20/2018 Dep	350.00	Dinner donation
2/20/2018 Dep	9,150.00	Dinner auction items
2/20/2018 Dep	857.57	PayPal deposit
3/1/2018 #12320	(3,810.00)	Contract labor
3/1/2018 #12321	(1,720.00)	Contract labor
3/1/2018 #12322	(414.00)	Dinner reimb
3/1/2018 #12323	(47.10)	Dinner reimb
3/1/2018 #12324	(350.00)	Dinner expense
3/1/2018 #12325	(315.50)	Breakfast donations
3/1/2018 #12326	(35.98)	Office supplies
3/2/2018 #12327	(124.20)	GBS Linens - dinner expense
3/6/2018 Dep	550.00	
3/6/2018 Dep	250.00	
3/6/2018 Dep	500.00	
3/6/2018 Dep	76.00	
3/6/2018 Dep	7,647.67	
3/20/2018 Dep	3,065.56	
3/22/2018 #12284	(531.21)	Food dinner expense
	(741.50)	Computer office supplies
	(579.92)	Samuel Sewell grant expense
	0.00	
	<u>406,210.39</u>	TOTAL CASH & ANNUITY RESERVE, March 31, 2018
CD's		
8/13/2016	28,141.27	8 month CD at Compass Bank
	165.44	
Current renewal	<u>28,306.71</u>	TOTAL CD, Total, renewed, December, 2018

ANNUITY's
 8/27/2015 0.00

Deposit of 5 YR Annuity

INVESTMENT POOLS
 2/28/2018 364,136.64

CF of NT - Luther King Management Pool - February 2018

\$798,653.74

Total Foundation Cash Balance as of 3/31/2018

Memo Totals

Dedicated

Felicia Bryant 0.00
 Pfeifer Fund 21,495.00
 Parks Fund 1,000.00
 Edwards Fund 750.00
 Sears Family 60.00
 Furche Fund 2,485.00

Scholarship
 Additions through 2017
 \$ 1,000 funded / \$ 500 award
 Edwards Scholarship Award of \$ 1,500.00 (\$750 Aug & Dec)
 Additions through 2016

TOTAL ASSETS	815,011.36	@50%	\$ 407,505.68
			\$ (362,366.02)
		Permanent	\$ 45,139.66
		@20%	\$ 163,002.27
			\$ -
		Investment	\$ 163,002.27

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Report of IRS Status

Mr. Gainer will report on the IRS Tax Exemption Status.

RECOMMENDATION: Approve report as presented and actions presented as needed for the process of reforming the Foundation as Everman Education Foundation.

Mr. Gainer presented information regarding the reforming of the Foundation under a new name, Everman Education Foundation. He recommended approval of resolution to update Compass bank account and removal of Dr. Pfeifer's name from bank account

Ms. Turntine suggested someone else's name needs to be on bank account along with Mr. Gainer. Mr. Gainer said that will be addressed in new account action. The report resulted in four related action items.

1st Motion: Approve resolution to update Compass Bank Account. The recommendation was approved as presented.

2nd motion- Approve by-laws as revised and adopted for Everman Education Foundation. The recommendation was approved as presented.

3rd motion: Adopt initial slate of officers. The recommendation was approved as presented.

4th motions- Open new bank account with authorized signatures to be J. Gainer and current Board President Sara Woodward. The recommendation was approved as presented.

First: 1st motion - Sewell 2nd motion - Turntine 3rd motion - Balch 3rd motion - Turntine

Second: 1st motion - Turntine 2nd motion - Macaulay 3rd motion - Turntine 4th motion - Miller

Vote: All four motions were unanimous in vote.

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Dual Credit Enrollment Report

Mrs. Macaulay will present dual credit enrollment reports follows:

1. Spring 2018 Enrollment Report
2. Projected Fall 2018 Enrollment

RECOMMENDATION: Approve enrollment reports and tuition expenditure for the fall as proposed.

\$26,904 tuition for spring semester
Currently 35 Seniors and 41 Juniors

Anticipate 59 Sophomores coming in to take dual credit next year as Juniors.
Anticipate \$45,000 for fall 2018 scholarships.

Ms Turntine questioned how many of the dual credit students earned credit. Board requests a report for July meeting. Ms. Bryant requested the report contain also the “why” behind the data.

Mr. Miller reported that the high school is adding a liaison position that will work directly with Early College and Dual Credit students day to day. He also stated the HS is checking the dual credit grades every Friday. He reported that the HS also held a parent meeting this year to explain dual credit and the expectations of being in a dual credit class. Ms. Macaulay stated that the HS always lose 5% of our junior dual credit students, but that seniors usually make it through no problem. Ms. Bryant suggested the addition of a resource site with FAQs for students and parents. Ms. Woodward said would be good to have board members go speak with dual credit students to encourage them and show that we support them and pay for them to attend

Motion: Approval of the dual credit enrollment report, which approves the expenditure of the fall tuition.

The recommendation was approved as presented.

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First: Turntine

Second: Miller

Vote: Unanimous

EISD Education Foundation
EHS/TCC Dual Credit Report

April 25, 2018

Everman Joe C. Bean High School Enrollment = 1495

- **Freshmen = 453**
- **Sophomore = 399**
- **Juniors = 333**
- **Seniors = 310**

EHS/TCC Spring 2018 Academic Dual Credit Enrollment:

Seniors = 35

- **14 Morning Brit Literature/Speech**
- **21 Afternoon Brit Literature/Speech**

Juniors = 41

- **25 Morning Comp II/US History**
- **16 Afternoon Comp II/US History**

Everman ISD Scholarship Recipients Spring 2018:

- **35 Seniors = \$12,390.00**
- **41 Juniors = \$14,514.00**
- **Total EISD Fall Scholarships = \$26,904.00**

EHS/TCC Fall 2018 Projected Enrollment:

- 45
- ~~35~~ **Seniors = \$12,390.00**
 - **59 Juniors = \$20,886.00**
 - **10 Technical Seniors = \$11,000.00**
 - **Total EISD Fall Scholarships = \$44,276.22**

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Maggie Stevens

In Re: Report on February "Night of Champions" dinner

Ms. Stevens will present a report on the fundraising dinner held in February.

RECOMMENDATION: Approve report on fundraising dinner as presented

Ms. Stevens reported that the "Night of Champions" dinner raised \$20,000, for the Foundation. She shared a dinner survey that was completed by staff and Board members. Seeking an outside venue for the 2019 dinner will be explored. She thanked the Board members for their contributions.

Report was approved as presented.

Motion: Turntine

Second: Miller

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Endowed Scholarship Program Report

Information on the Endowed Scholarship Program will be presented for annual review and approval as follows:

Scholarships for EISD graduating seniors for post-secondary education are administered by EISD Education Foundation and are intended to recognize and reward EISD students exhibiting model citizenship, academic achievement, and additional criteria specified by the scholarships' donors.

Approval of the Endowed Scholarship Award Recipients 2018-19 as recommended by the JCB High School Selection Committee will take place at the July Board meeting.

RECOMMENDATION: Approve the recommended Endowed Scholarship program for 2018-19

During the October meeting there was discussion regarding the purpose of the Foundation to handle small scholarships. Ms. Wynne, Ms. Stevens, Ms. Sewell, Mr. Gainer, and Ms. Simms met to develop plan of the administration of scholarships through the district and Foundation.

Districts will handle not endowed scholarships. Foundation level will handle endowed, which are \$10,000 or more. If they get to \$5000, they will be at "pending endowment"

There was \$750 left in the Edward Family Scholarship. It was suggested to give 3, \$250 scholarships to zero that scholarship.

Motion: Sewell

Second: Balch

Voted: Unanimous

2017-18 Joe C Bean Scholarships

Foundation Scholarships

Everman Education Foundation Scholarships

- Dual credit scholarships awarded during fall and spring semester

Jerilyn K Pfeifer Endowed Scholarship

- Two \$250. Scholarships
- Application is on website
- Due May 1st

The Bertha Lee Souder Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Dr. John and Mrs. Polly Townley Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Sarah Beth Yarbrough Endowed Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Joe C. and Patricia A. Bean Endowed Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Judy and Ed Furche Family Endowed Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Sedalco Construction Services Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Sear Family Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

2017-18 Joe C Bean Scholarships

District Scholarships

The Phillip Parks and Parks Family Scholarship

- One \$250. Scholarships
- Application is on website
- Due May 1st

The Maggie Stevens Scholarship

- One or two \$500. Scholarship
- Special Education Student
- Due May 1st

Edward Bustos Memorial Scholarship

- One \$500. Scholarship
- Awarded one time in 2018
- Family will select recipient
- Due May 1st

Anthony Rivella Memorial Scholarship

- One \$500. Scholarship
- Awarded one time in 2018
- Family will select recipient
- Due May 1st

District Scholarships not funded in 2018

Felicia Bryant Scholarship

Robert "Bob" Scholarship

The Edward Family Scholarship

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Maggie Stevens

In Re: Foundation Teacher Grant Programs

Information on the Foundation Teacher Grant Programs will be presented for annual review and approval as follows:

1. Everman ISD Foundation Cathy Sewell and Jennifer Samuel Educator Grant Program 2018-19
2. Everman ISD Foundation Educator Mini Grant Program 2018-19

Recipients will be presented at the July Board meeting.

RECOMMENDATION: Approve the Foundation Teacher Grant Programs for 2018-19

The recommendation was approved as presented.

Motion: Gainer

Second: Turntine

Vote: Unanimous

EVERMAN ISD EDUCATION FOUNDATION

Cathy Sewell Educator Grant

Jennifer Samuel Educator Grant

2018-19

The Everman ISD Education Foundation Board of Directors has authorized the Cathy Sewell Educator Grant and the Jennifer Samuel Educator Grant distribution program that will award competitive one-year grants to EISD educators in partial fulfillment of the Foundation Mission and Goals Statement. The first year of such awards was the 2011-2012 school year.

Application Process

Educators will secure campus principal approval before submitting an application. Once the project has principal approval, the educator must complete an application and submit by May 31, 2018, for consideration in the next school year.

Awards Process

Cathy Sewell and Jennifer Samuel will select one grant for award purposes, based on merit, potential for research and transferability. Their selections will be ratified by the EISD Education Foundation Board of Directors.

Project Timeline

Projects will begin no later than October 1, 2018 and conclude no later than May 1, 2019. Final reports and evaluations are due on May 28, 2018.

Funding Available

Funds will be awarded based on project merit in the amount of \$1,000. Grants in excess of this amount will not be considered for funding. Grants may be submitted for funding in the second year for an additional \$1,000 if the project has merit and is significant to student learning.

Scoring Rubric

Number of Students (involved in mini-grant)	20%
Community Partners	10%
Rationale	10%
Description	10%
Budget	20%
Objectives and Activities	20%
Evaluation	10%

EVERMAN ISD EDUCATION FOUNDATION

Cathy Sewell Educator Grant

Jennifer Samuel Educator Grant

APPLICATION FORM

2018-19

Application Deadline: May 31, 2018

Grant Title: _____

Campus: _____

Contact Person: _____

Telephone: _____

Principal: _____

Amount Requested: _____

Number of Students: _____

Grade Level /

Subjects: _____

Community Partners: _____

Rationale:

Description of Project:

Projected Budget:

Budget Code	Item	Projected Cost	Totals
TOTAL			

Project Activities

Objective	Activities	Personnel	Cost	Timeline	Assessment

Project Evaluation:

Signatures:

Note: Application will need to be printed, signed by the applicant and principal, scanned and e-mailed to edufoundation@eisd.org by May 31, 2018. Applicants are also welcome to submit hard copy with signatures, but e-mail will suffice.

Name of Grant Writer / Teacher

Principal / Supervisor

Date

Date

Community / Parent Partner (if applicable)

Date

For EISD Education Foundation Use Only:

Reviewed by: _____

Board Decision (Fund) (Do not Fund)

Date: _____

EVERMAN ISD EDUCATION FOUNDATION

EDUCATOR MINI-GRANT PROGRAM

2018-19

The Everman ISD Education Foundation Board of Directors has authorized an Educator Mini-Grant distribution program that will award competitive one-year grants to EISD educators in partial fulfillment of the Foundation Mission and Goals Statement. The first year of such awards was the 2010-2011 school year.

Application Process

Educators will secure campus principal approval before submitting an application. Once the project has principal approval, the educator must complete an application and submit by May 31, 2018, for consideration in the next school year.

Awards Process

The EISD Education Foundation will review applications at the July Board Meeting. Awards will be announced at the Opening of School Convocation.

Project Timeline

Projects will begin no later than October 1, 2018 and conclude no later than May 1, 2019. Final reports and evaluations are due on May 28, 2019.

Funding Available

Funds will be awarded based on project merit in amounts normally ranging from \$100 to \$200 or more, depending on the total amount of dedicated funds and the total number of students impacted by Teacher Mini-Grants.

EVERMAN ISD EDUCATION FOUNDATION

EDUCATOR MINI-GRANT PROGRAM

APPLICATION FORM

2018-19

Application Deadline: May 31, 2019

Grant Title: _____

Campus: _____

Contact Person: _____

Telephone: _____

Principal: _____

Amount Requested: _____

Number of Students: _____

Grade Level /

Subjects: _____

Community Partners: _____

Rationale:

Description of Project:

Projected Budget:

Budget Code	Item	Projected Cost	Totals
TOTAL			

Project Activities

Objective	Activities	Personnel	Cost	Timeline	Assessment

Project Evaluation:

Signatures:

Note: Type in names on electronic submittal. Secure blue-ink signatures on original hard copy to be submitted to edufoundation@eisd.org by May 31, 2018.

Name of Grant Writer / Teacher

Principal / Supervisor

Date

Date

Community / Parent Partner (if applicable)

Date

For EISD Education Foundation Use Only:

Reviewed by: _____

Board Decision (Fund) (Do not Fund)

Date: _____

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Annual Review of Strategic Plan

Mission Statement:

It is the mission of the Everman Education Foundation to provide support and funding for learning enrichment and teaching excellence in the school district.

Five Year Vision Statement:

In 2018-19, the EISD Education Foundation will –

- *Be a vibrant and robust organization with history, legacy, and clear future vision*
- *Have \$1,000,000 in a permanent corpus in North Texas Community Foundation*
- *Support EISD Mission Statement in producing graduates who are competitive globally*

RECOMMENDATION: Approve Foundation Strategic Plan

The recommendation was approved as presented with the following additions: removal of ISD from Board name and Community Foundation of North Texas was changed to North Texas Community Foundation.

Motion: Turntine

Second: Miller

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Maggie Stevens

In Re: Progress report on Foundation Golf Tournament

Ms. Stevens will present progress report on the “For the Kids” golf tournament which will be held on June 11th at Mira Vista Country Club.

RECOMMENDATION: Approve progress report as presented

Ms. Stevens presented a plan for the first Foundation golf tournament. She shared information such as signup sheets, sponsorship holes, and title sponsors

Report was approved as presented.

Motion: Turntine

Second: Macaulay

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: April 25, 2018

To: Board of Directors

From: Maggie Stevens and Janet Wynne

In Re: Spring/Summer Foundation Plan of Action

RECOMMENDATION: Approve spring/summer plan of action

Ms. Stevens and Ms. Wynne presented plan of action for summer and spring. Ms. Woodward asked about a Foundation lunch where we invite area businesses to discuss the Foundation. Ms. Wynne reported that last year Dr. Amos asked that we do that in conjunction with the school district. She will check with him and see if that is going to be ongoing. It was asked how can the foundation follow up with people afterward? Ms. Turntine also suggested asking students' parents regarding the Foundation.

The plan of action was approved as presented.

Motion: Turntine

Second: Bryant

Vote: Unanimous

Everman Education Foundation

Spring/Summer Plan of Action

Task	Person(s) Responsible	Timeline
<p>1. Branding/networking/planning of Foundation work</p> <ul style="list-style-type: none"> ● Utilize communication email with employees ● Develop brochure ● Update/make changes to website ● Join Texas Education Foundation Network ● Network with area Education Foundations ● Attend Everman Retired Teacher Association meetings ● Speak at Tier 2 meetings as needed ● Develop business cards ● Contact area businesses regarding support of Foundation ● Evaluate February 2018 dinner and develop plan of action for 2019 dinner ● Provide end of year appreciation for employees from Board 	<p>Maggie Stevens Janet Wynne Lonnie Massey Board members</p>	<p>Spring/Summer 2018</p>
<p>2. Kendra Scott event</p> <ul style="list-style-type: none"> ● Communicate event via email, social media, website, Save the date flyers, call out system, and meetings ● Event night – welcome sign, brochures, and Foundation representatives ● Drawing of employees who participate 	<p>Maggie Stevens Foundation volunteers</p>	<p>April 19, 2018</p>
<p>3. Golf Tournament</p> <ul style="list-style-type: none"> ● Procure a site and date ● Develop registration form and flyer ● Secure sponsors – gold, silver, bronze, hole sponsors, scoreboard ● Form subcommittees ● Obtain items for three raffles – restaurant basket, technology basket, and sports basket ● Obtain items for goodie bags, tournament prizes, and hats ● Design and obtain signage ● Advertise tournament via email, flyer, Facebook, website, Instagram, twitter, and callout system ● Staff event ● Send out thank you letters to contributors 	<p>Maggie Stevens Janet Wynne Board members Foundation volunteers</p>	<p>June 11, 2018</p>
<p>4. Scholarship plan</p> <ul style="list-style-type: none"> ● Update Foundation scholarship applications 	<p>Maggie Stevens Janet Wynne</p>	<p>May 1, 2018</p>

<ul style="list-style-type: none"> ● Develop list of Foundation scholarships and District scholarships ● Develop process of determining level of funding for Foundation endowed scholarships ● Communicate available scholarships to high school 	<p style="text-align: center;"> Joe Gainer Cathy Sewell Jason Miller High School Scholarship Selection Committee </p>	
<p>5. Administrative Tasks</p> <ul style="list-style-type: none"> ● Plan and assist Board President in facilitation of Board meetings (regular and called) including agendas, minutes, and appropriate follow-up action ● Assist Board in recruiting Board members as needed ● Review and recommend updates to Foundation documents as needed ● Prepare and provide appropriate, on-going communication through website, email, twitter, and Instagram ● Develop 2018-19 fundraising plan of action to present at July meeting ● Distribute and collect Sewell grant, Samuel grant, and mini grant applications and assist as needed in the selection and recommendations of winners to the Board at July meeting 	<p style="text-align: center;"> Maggie Stevens Janet Wynne </p>	<p style="text-align: center;">Summer, 2018</p>