

**EDUCATION FOUNDATION
SPRING QUARTERLY MEETING
ADMINISTRATION BUILDING BOARD ROOM
Wednesday, July 25, 2018
Minutes**

John Mendez called to order at 12:11. Meeting concluded at 1:12

- I. Invocation
- II. Minutes of Previous Meeting
- III. Reports
 - A. Financial Reports
 - 1. Quarterly Financial Reports
 - 2. Update on Reforming of Foundation
 - B. Dual Credit Enrollment Comprehensive Report
- IV. Discussion and Possible Action Items
 - A. Required additions to the Foundation By-laws
 - B. Endowed Scholarship Program Recipients
 - C. Mini/Research Grant Program Recipients
 - D. Board resignations
 - E. Golf Tournament Report
 - F. Consideration of Foundation Coordinator Hours
 - G. Fall Foundation Projects
- V. Other Business
- VI. Information Items
 - A. Calendar

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

To: Board of Directors

From: Janet Wynne

In Re: Minutes of April 25, 2018 Meeting

The proposed minutes of the April 25, 2018, Foundation Meeting are included in your packet for your consideration and review. The minutes were also emailed to you on June 5th for your review and electronic records.

RECOMMENDATION: Approve Minutes of April 25th Board meeting as proposed.

Approval of minutes, financial reports, and updates to the by-laws were moved to a consent agenda and were approved as presented.

Consent agenda

Motion: Sewell

Second: Macaulay

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 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.

Mr. Gainer presented financial report. He reported the total Foundation as \$838,415.92

Approved in Consent agenda vote

Consent agenda

First: Sewell

Second: Macaulay

Vote: Unanimous

EVERMAN ISD EDUCATION FOUNDATION

Balance Sheet

June 30, 2018

| | | | |
|--|-------------------|-------------------|----------------------------|
| CASH | | | |
| Cash in bank | 331,061.70 | | |
| Cash Reserve | <u>100,000.00</u> | 431,061.70 | |
| 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 | 7,796.34 | | |
| Annuity bonus deposit & AIG annuity accreted interest | 0.00 | | |
| Investment Fund additions - permanent corpus acct | 121,277.08 | | |
| Investment Fund additions - net unrealized gains | (25.91) | | |
| Accrued interest | <u>165.44</u> | | |
| | | <u>129,212.95</u> | |
| TOTAL ASSETS | | | <u><u>\$838,415.92</u></u> |
| Current Liabilities | | | |
| Accounts Payable / TCC Tuition | \$27,500.00 | | |
| Awards, scholarship | \$1,810.00 | | |
| Awards, grants | \$0.00 | | |
| Taxes/Fees due on Unrelated Business Income | <u>0.00</u> | | |
| Current Liabilities | | 29,310.00 | |
| Current portion of annuitized reduced value | 0.00 | | |
| Annuity fees | <u>0.00</u> | | |
| Other current items | | 0.00 | |
| TOTAL LIABILITIES | | | 29,310.00 |
| Fund Balances | | | |
| Unrestricted Funds - (including non-dedicated awards accounts) | | 384,449.90 | |
| 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 | | | 809,105.92 |
| TOTAL LIABILITIES & FUND BALANCES | | | <u><u>\$838,415.92</u></u> |

FINANCIAL STATUS TO DATE
Quarter Ended June 30, 2018

| <u>Dates</u> | <u>Deposits</u> | <u>Descriptions</u> |
|------------------|-----------------|---|
| CASH | 406,210.39 | Reported Cash Balance, 3/31/2018 |
| | 0.00 | |
| 4/2/2018 Dep | 2,500.00 | Business filing donation |
| 4/3/2018 Dep | 0.01 | PayPal deposit |
| 4/3/2018 Draft | (2,500.00) | Transfer business filing |
| 4/3/2018 Dep | 2,120.00 | Dinner donation and sponsor |
| 4/3/2018 Dep | 4,662.67 | Employee donation campaign |
| 4/3/2018 Dep | 50.00 | Donation |
| 4/3/2018 Dep | 500.00 | Golf tourney sponsor |
| 4/3/2018 Dep | 1,000.00 | Phillip Parks scholarship donation |
| 4/3/2018 #12331 | (1,940.00) | Contract labor |
| 4/16/2018 #12333 | (389.00) | Samuel - Sewell grant expense |
| 5/1/2018 Dep | 485.20 | PayPal deposit |
| 5/2/2018 Dep | 1,000.00 | Golf tourney sponsor |
| 5/2/2018 Dep | 300.00 | Golf tourney sponsor |
| 5/2/2018 Dep | 866.71 | Fundraiser event donation |
| 5/2/2018 Dep | 300.00 | Golf tourney sponsor |
| 5/2/2018 Dep | 50.00 | Fundraiser event donation |
| 5/2/2018 Dep | 4,518.67 | Employee donation campaign |
| 5/2/2018 #12335 | (2,730.00) | Contract labor |
| 5/2/2018 #12334 | (479.00) | Business formation expense |
| 5/2/2018 #12336 | (55.21) | Supplies reimbursement |
| 5/2/2018 #12337 | (1,120.00) | Contract labor |
| 5/2/2018 #12338 | (35.11) | Dinner reimb exp |
| 5/2/2018 Dep | 387.80 | PayPal deposit - golf tourney |
| 5/2/2018 #12339 | (1,079.00) | Laptop for Foundation |
| 4/16/2018 #12341 | (300.00) | Website expense |
| 5/10/2018 #12340 | (180.00) | Meeting expense |
| 5/10/2018 #12343 | (225.00) | Website expense |
| 5/10/2018 #12342 | (591.83) | Samuel - Sewell grant expense |
| 5/10/2018 Dep | 300.00 | Golf tourney sponsor |
| 5/10/2018 Dep | 300.00 | Back to School Bash donation |
| 5/10/2018 Dep | (300.00) | Back to School Bash transfer out |
| 5/10/2018 Dep | 291.00 | PayPal deposit - golf tourney |
| 5/10/2018 Dep | 127.14 | PayPal deposit - golf tourney |
| 5/18/2018 #12344 | (334.65) | Sams - staff appreciation |
| 5/18/2018 Dep | 479.13 | PayPal deposit |
| 6/4/2018 Dep | 125.00 | Golf tourney sponsor |
| 6/4/2018 Dep | 300.00 | Golf tourney sponsor |
| 6/4/2018 Dep | 300.00 | Golf tourney sponsor |
| 6/4/2018 Dep | 1,000.00 | Phillip Parks scholarship donation |
| 6/4/2018 Dep | 4,569.67 | Employee donation campaign |
| 6/4/2018 Dep | 2,900.00 | Golf tourney sponsor |
| 6/4/2018 Dep | 242.14 | PayPal deposit |

| | | |
|------------------|-------------------|--|
| 6/4/2018 Dep | 121.07 | PayPal deposit |
| 5/31/2018 #12345 | (45.00) | Supplies reimbursement |
| 6/7/2018 #12346 | (554.50) | FW High Tech signs - tourney expense |
| 6/4/2018 Dep | 1,553.30 | PayPal deposit - golf tourney |
| 6/4/2018 Dep | 500.00 | PayPal deposit - golf tourney |
| 6/15/2018 Dep | 7,775.00 | Golf tourney sponsors' |
| 6/15/2018 Dep | 3,595.00 | Golf tourney site sales |
| 6/15/2018 #12347 | (2,610.00) | Contract labor |
| 6/15/2018 #12348 | 0.00 | VOID |
| 6/15/2018 #12349 | (199.90) | Tourney reimb |
| 6/27/2018 #12350 | (1,000.00) o/s | Texas A& M - Parks scholar |
| 6/27/2018 #12351 | (100.00) o/s | EISD Back to School rec'd through PayPal |
| 6/27/2018 #12352 | (1,600.00) o/s | Refund of duplicate golf sponsor payment |
| | 0.00 | |
| | <u>431,061.70</u> | TOTAL CASH & ANNUITY RESERVE, June 30, 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, 2017 |

| | | |
|------------------|-------------|-------------------------|
| ANNUITY's | | |
| 8/27/2015 | <u>0.00</u> | Deposit of 5 YR Annuity |

| | | |
|-------------------------|---------------------|--|
| INVESTMENT POOLS | | |
| 2/28/2018 | <u>371,251.17</u> | CF of NT - Luther King Management Pool - June 2018 |
| | <u>\$830,619.58</u> | Total Foundation Cash Balance as of 6/30/2018 |

Memo Totals

| | | |
|------------------|-----------|--|
| Dedicated | | |
| Felicia Bryant | 0.00 | Scholarship |
| Pfeifer Fund | 21,495.00 | Additions through 2018 |
| Parks Fund | 1,000.00 | \$ 1,000 funded / \$ 500 award |
| Edwards Fund | 750.00 | Edwards Scholarship Award of \$ 1,500.00 (\$750 Aug & Dec) |
| Sears Family | 60.00 | |
| Furche Fund | 2,485.00 | Additions through 2018 |

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

**NORTH TEXAS
COMMUNITY
FOUNDATION**

Philanthropic Solutions

Mr. Joe Gainer
608 Townley Drive
Everman, TX 76140

Everman ISD Educational Foundation
Endowment Fund

Fund ID: eve00

Fund Statement

January 1, 2018 – June 30, 2018

| | |
|---------------------------------|---------------------|
| Beginning Fund Balance | \$366,577.41 |
| <small>As of 01/01/2018</small> | |

Additions:

| | |
|-------------------------------|----------|
| Contributions | 0.00 |
| Transfers In | 0.00 |
| Realized Gains and (Losses) | 4,433.63 |
| Unrealized Gains and (Losses) | -25.91 |
| Dividends and Interest | 2,713.55 |
| Miscellaneous Income | 0.00 |

Distributions and Expenses:

| | |
|-----------------------------|-----------|
| Grants/Scholarships | 0.00 |
| Investment and Banking Fees | -602.56 |
| Administrative Fees | -1,844.95 |
| Other Fund Expenses | 0.00 |

| | |
|---------------------------------|---------------------|
| Ending Fund Balance | \$371,251.17 |
| <small>As of 06/30/2018</small> | |

☞ NTCF News ☞

Changes to Your Contact Information?

If you have changed your address, telephone number or email address(s), please let us know so that we may continue to deliver information to you without interruption.

You may contact Amy Radcliffe at aradcliffe@northtexascf.org or 817-877-0702

For questions regarding grant detail, please contact Ronda Moore, Grants Administrator.
For questions regarding this fund statement, please contact Stan Ninemire, Chief Financial Officer 817-877-0702.
Statement Prepared: 7/18/2018

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Dual Credit Enrollment Report

Mrs. Macaulay will present a comprehensive dual credit enrollment report which will reflect multiple years and include failures.

RECOMMENDATION: Approve dual credit report as presented.

Ms. Macaulay presented a comprehensive multiple year report on dual credit students and their progress. IT was recommended to move the report to the October meeting where more time could be devoted to it and more board members present to hear the report. Ms. Bryant recommended a running total be added to the summary page.

No action was taken. Item will be moved to the October board meeting.

First:

Second:

Vote:

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Required additions to the Foundation By-laws

Mr. Gainer will report on the status of the reforming of the Foundation.

Mr. Gainer will present at the meeting additions to the Foundation by-laws as required by the reforming the Foundation process.

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

Approve the recommended additions to the Foundation By-laws

A second paragraph was added to the by-laws to meet government requirements. Mr. Mendez asked that in the future copies of the by-laws be provided with re line of any proposed changes. A copy of the by-laws with addition redlined will be presented at the October meeting.

Consent agenda

Motion: Sewell

Second: Macaulay

Voted: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 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 Endowed Scholarship Award Recipients 2018-19

The report was approved as presented.

Motion: Gainer

Second: Balch

Voted: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Foundation Teacher Grant Programs

Information on the Foundation Teacher Grant Programs selection process will be provided. Recipients for the following will be presented for approval:

1. Everman ISD Foundation Cathy Sewell and Jennifer Samuel Educator Grant Program 2018-19
Jennifer Samuel Educator Grant - Grow, Sow, Know - Shanna Marteny and Miranda Barnett
Cathy Sewell Educator Grant - Souder Robotics Club 2.0 - Holly Gannaway
2. Everman ISD Foundation Educator Mini Grant Program 2018-19 - Total \$1420
Bulldog Breakout - Brooke Berk
Kids Can Change the World! - Jackie Menzdorf
AVID Today's Readers, Tomorrow's Leaders (AVID TRTL) - Jacqueline Holly
We Can Work It Out: Strengthening Parent/School Relationships - Pam Roberts
Sights-Sounds-Soil: Using the Senses to Increase Postsecondary Success - Lashann Williams and Ranella Franklin

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

Report was approved as presented.

Motion: Balch

Second: Bryant

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Board member resignations and recommendations

Resignations for Board members. Judy Furche and Leslie Ayoko, were received. A note and certificate of appreciation for service has been sent to these board members.

Sativa Leach-Bowen is recommended for one of the open positions. Information regarding Ms. Leach-Bowen is included in this packet.

RECOMMENDATION: Approve resignations and recommendation as presented

Resignations were accepted. An additional position of Dual Credit Liaison was recommended as presented and Heather Hollarn will fill the dual credit liaison position. Resignations and Heather Hollarn were approved. No action on Sativa Leach-Bowen as she did not submit her information.

Motion: Macaulay

Second: Sewell

Vote: Unanimous

Everman ISD Education Foundation

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Golf Tournament Report

A debrief of the Foundation golf tournament is included in the packet and will be discussed at the meeting.

RECOMMENDATION: Approve Golf Tournament Report

A debrief on the golf tournament was presented. The gold tournament profited \$19,569.40.

Motion: Balch

Second: Blanchard

Vote: Unanimous

Golf Tournament Debrief

Positives

- Registration went well - great volunteers
- Perfect venue - great service
- Goodie bag items and gifts were good
- Hats were excellent
- Raffle was successful - \$2680. For all donated items - no cost - restaurant sold the most tickets
- Lunch was good for a free donation
- Signs and sponsor thank you flyer looked good
- Volunteer support was invaluable - 12 was plenty (they don't all have to stay all day)
- Dr. Amos taking care of title sponsor was great.
- Great having a student photographer
- The course provisions were so helpful - icing drinks putting on course, taking golf clubs as people drove up, carts labeled, all tables set up.
- Snacks on cart, goodie bags, and carried around
- Plenty of water available

Negatives

- All golfers need to pay prior to registration unless people signing up on weekend before or the day of tournament
- PayPal registration link still couldn't work on computers
- Get delivery of goodie bag
- Supplement food items at lunch (make sure if condiments are needed we provide)
- Bar needs to be set up earlier and work out ticket system
- Sponsors need to verify their sign is correct
- Proof spelling on thank you sponsor flyer
- Can't bring our own alcohol in

Future Considerations

- Cash bar everywhere, bloody marys or mimosas available at beginning, or just beer no cash bar at all
- How to get golfers signed up earlier
- Have dual credit students at registration - three or four (plus student photographer)
- Find a larger gift for each golfer - Footjoy shoes or igloo cooler
- Use Mike Brown (TEAMS) for gifts and liquor, golf balls, tees
- Explore other options for food
- Meet with Mira Vista to determine cost of next year's tournament
- Email for all golfers on the team, not just the one that signs them up

Results

- \$19,569.40 profit

Board of Directors

Memorandum

Date: July 25, 2018

To: Board of Directors

From: Janet Wynne

In Re: Consideration of Foundation Co-coordinator hours

Because of the additional projects that have been accomplished this year, the hours worked by Ms. Stevens and Ms. Wynne will exceed the \$25,000 amount. The expenditures to the co-coordinators for January through June is \$21,840. It is requested that the Board consider an increase of \$15,000 to allow for the fall projected projects which are included in the agenda.

**RECOMMENDATION: Approve recommendation of additional \$15,000 to co-coordinator hours
Approve fall projected projects**

The Board approved the coordinator cost be increased to a maximum of \$50,000 annually.

Motion: Balch

Second: Bryant

Vote: Unanimous

Projected Projects for Fall 2018

Back to School Bash – man a Foundation booth to increase parental awareness of the Foundation

Monthly restaurant events - *Monday, August 27, 5:00-8:00, Chick-Fil-A, Burleson, off 135*

Fall Kendra Scott event

Employee Campaign

National Day of Giving

Plan winter dinner

Preliminary planning of golf event, so donors can decide where they want to spend their money

Connections with donors about all events during 18-19 school year

Monthly Foundation Webinars

October Board meeting preparation (July board minutes, agenda)

Develop area business packets for Board director contacts

Inventory boxes in warehouse of foundation supplies

Networking with other people that do fundraisers to fine tune our events