**Comstock Park Public Schools**

**Educational Foundation Meeting Minutes**

**Monday, October 13, 2014 @ 6:00PM**

**New Board Room**

Present: Alex Clayson, Denise Clement, Ethan Ebenstein, Bob Fidler, Janine Fidler, Tonja Fylstra, Jim Gilbert, Jeff Hoag, Kevin McLellan, Sharon McLellan, Missi McPherson, Kim Reynolds. Guest: Jamie Carnes

1. **Welcome** – meeting started at 6:03 pm.
2. **School Support Organizations Financial Guidelines – Jamie Carnes, CP Business Mgr.**

* Jamie Carnes handed out Guidelines for school organizations such as ours to follow to ensure security, accuracy and transparency of activities and transactions undertaken by the organization. All recommendations are being or will be implemented. The format of meeting agenda and minutes will be changed for our next meeting. We will add a co-treasurer to and additional transparency measures for financial records. Organization President will have full access to online financial records. Also need to improve documentation of financial transactions relating to fund raisers.

1. **Financial Update** – Jeff Hoag

* Year end financial reports were submitted for review and approved.
* Sharon, Jeff and Jim appointed to prepare a budget for the current year to present at the next meeting.
* Rules of endowment will be presented at the next meeting.
* Jim Gilbert nominated as the co-treasurer. Motion made by Sharon McLellan, seconded by Janine Fidler.
* Thank you letter from Noah Kibbe, 2014 scholarship recipient.
* Received a belated request from Nathan Smith for his $500 scholarship for 2013 that was not claimed in $2013

1. **Organization Bylaws - first reading**

* Bylaws accepted as read with one change. Article II, Section 1 reading “after attending three(3) meetings” shall be changed to “after attending five (5) meetings.”

1. **Mini Grants**

* Mini-grant committee reviewed applications and recommended that we award a total of 12 grants totaling $4,265.67. Motion to approve made by Kim Reynolds, seconded by Jeff Hoag. All approved, Kim Reynolds abstained.

1. **Homecoming – Duck Sale**

* Due to creek conditions caused by heavy rain all the ducks were lost.
* After discussion regarding amount of profit vs. time involved it was decided that we will likely not have this fund raiser next year.
* Discussed reviving efforts to establish or acquire an alumni data base for the purpose of soliciting membership and financial support.

1. **WineTasting Dinner**

* Janine has made contact with Amore and a date of February 4, 2015 was agreed upon. The cost will be $50 and we will limit participation to 30 persons as we needed to give a count to Amore’s.

1. **Website- Alex Clayson**

* Alex will be working with Jeremy to improve website and keep it updated. We have had difficulty contacting Jeremy due to email address changes.

1. **Miscellaneous**

Bob Fidler suggested organizing a membership drive meet and greet, possibly held a local establishment such as Mill Creek. We would ask all current members to invite at least three people to come and see what we are about.

1. **Upcoming dates**

* Future meeting dates: 11/10, 12/8, 1/12/15, 2/9, 3/9, 4/13, 5/11, 6/8
* Tree/Wreath Auction – November 20th, 6-8 pm
* Wine Tasting dinner at Amore – February 4th
* Golf Outing May 17th

Meeting adjourned at 7:20 pm

Respectfully Submitted

Sharon McLellan