**Comstock Park Public Schools**

**Educational Foundation Meeting Minutes**

**Monday, August 11, 2014 @ 6:00PM**

**New Board Room**

Present: Shannon Burchfield, Denise Clement, Ethan Ebenstein, Tonja Fylstra, Beth Gilbert, Jim Gilbert, Kevin McLellan, Sharon McLellan, Missi McPherson.

1. **Welcome** – meeting started at 6:04 pm.
2. **Financial Update** – Jeff Hoag not present

* Jeff has requested that we discuss having a co-treasurer. A discussion was had and volunteer requested. Discussion will continue at the September meeting.
* Jamie Carnes, CP Business Manager, has volunteered to audit the books on an annual basis to insure accuracy and transparency also. He will be invited to attend the October meeting.
* Budget discussion tabled until September meeting as no year end financial information is available at this time. Denise will request that Jeff email year end statements to foundation members to review prior to the September meeting.
* Articles of Incorporation and Bylaws – Current version will be sent by email to members.
* Rules of endowment – Jeff, Sharon and Jim have not met yet.

1. **Stadium Viewing Decks**

* Use of the new stadium viewing decks will be auctioned during the first home football game

for subsequent games. CPEF will receive the proceeds from one of the decks for one game.

1. **Back to School Breakfast**

* Staff envelopes will be available with options for contributions listed.
* Revised grant application information will be available and the roll out of the Mini Grant will be explained.
* Sharon and Janine will finish the application revamp and have ready for the open house.

1. **Homecoming – October 3rd.**

* Discussion held regarding suggestions for pricing changes. Small souvenir ducks will be available for sale at $.50 - $1.00. Plain racing ducks will be sold at the same price as previous years.

1. **Givinci –** Eric Kovalak

* No one from Givinci was available to present. We will try to reschedule for September.

1. **WineTasting Dinner**

* Janine was not present to report. Denise will contact Janine to coordinate

1. **Misc. Information**

* CPEF website. Jeremy is no longer working for the district but at this time is still contracted to handle our website. Alex will work with him this year.

1. **2014 – 2015 Meeting Dates and Important Events**

* Future meeting dates: 9/8, 10/13, 11/10, 12/8, 1/12/15, 2/9, 3/9, 4/13, 5/11, 6/8
* Back to School Breakfast – August 26th
* Homecoming – October 3rd.
* Panther 5K – November 8th
* Tree/Wreath Auction – November 20th
* Golf Outing May 17th

Meeting adjourned at 6:55 pm

Respectfully Submitted

Sharon McLellan