

WEST CHESTER AREA
EDUCATION FOUNDATION

June 26, 2013 Meeting Minutes

In attendance: Tanya Baxter, Irene Benjamin, Brian Broxson, Holly Graver, Kim Hall Steve Krug, Rick Parsons, Jim Scanlon, Chris Woods

WCASD Staff: Susan Speaker, Linda Wesley

Not present: Carolyn Comitta, Suzanne Moore, Marc Ernst, Katie Stout

- A. Call to Order: Ms. Woods called the meeting to order at 7:39 a.m.
- B. Ms. Woods requested a motion to approve the minutes from April 10, 2013. Mr. Krug made the motion to approve. Dr. Parsons seconded. Motion was approved.
- C. Treasurer Report: Presented by Dr. Scanlon. Reflected in the Fund balance of \$35, 299.83 as of the end of May, 2013. Mr. Krug made the motion to approve. Dr. Parsons seconded. Treasurer's report was approved.
- D. Bentley Systems STEM Grant – Dr. Scanlon elaborated on a conversation with Lori Cushman, an employee at Bentley Systems who indicated that employees receive \$250 to donate to a nonprofit or a school. WCASD has numerous parents who work at Bentley. \$8,500 has been designated so far to give to WCASD toward STEM education. Dr. Scanlon also met with Carol Reig to discuss potential foundation funding. A list of projects was produced by the teachers that will then be presented to Bentley for approval. Dr. Scanlon made a motion

to establish the Bentley Systems mini-grant fund that will be targeted toward STEM education. Ms. Benjamin 2nd. Motion carried.

E. Housekeeping items:

Approval to purchase database software program – Ms. Baxter elaborated on the importance of using a donor management package as the foundation needs have grown. Examples include letter generation, record keeping, centralizing donor information and additional fundraising demands. Gift Works has been recommended. Two options: Web/Cloud based option \$75/mo. with a one time set up fee of \$75 or a single use device with initial fee \$549. Ms. Baxter made the motion to use the Cloud based donor database software package. Ms. Graver seconded. Motion carried.

Mini Grant purchasing procedures – Ms. Wesley noted

Auditors Report – Due to Foundation growth, a financial report compilation report was presented in the board packet - Look at by-laws to adjust the current fiscal year system to an IRS calendar. Dr. Scanlon made a motion to approve the auditors report – Dr. Parsons seconded. Motion carried.

Susan Speaker –Dr. Scanlon welcomed Ms. Speaker who is the new Secretary to the Director of Education and noted that she will be assisting with organizational support for the foundation. Linda Wesley will now become Board Secretary

High School Open House Board Reps – Thursday, September 19th

Tanya Baxter – EHS

Kim Hall – HHS

Volunteer needed – RHS

Ms. Baxter recommended that more than the high schools have

representation or some sort of marketing materials. The conversation was deferred to the Strategic Planning conversation.

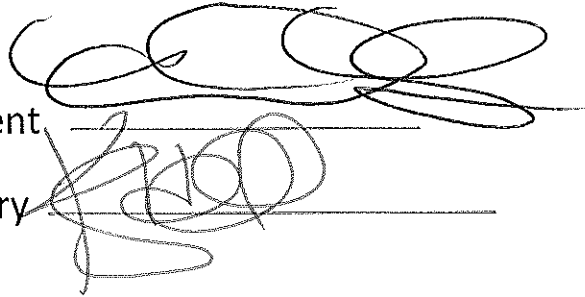
F. Strategic Planning – Dr. Rick Parsons

G. Meeting adjourned at 8:32

Next Meeting: September 11, 2013

Christine Woods, President

Kimberly A. Hall, Secretary

Handwritten signatures of Christine Woods and Kimberly A. Hall. The signature for Christine Woods is a large, stylized scribble above a horizontal line. The signature for Kimberly A. Hall is a smaller, more intricate scribble below a horizontal line.