

HUNTERDON CENTRAL SCHOOL FOUNDATION
Regular Meeting
****MINUTES (in *italics*)****
Tuesday, May 13, 2025
Superintendent's Conference Room
<https://www.hcrhs.org/community/hc-foundation>

1. (Re)introductions

- a. Voting Members
 - i. Jim Finn, President (Brown & Brown)
 - ii. Kim Blanda, Vice President (Hunterdon Medical Center)
 - iii. Frank Barlow, Interim Treasurer (YMCA)
- b. Advisory Members
 - i. Ed Brandt, Principal
 - ii. Mary Woods, Teacher
 - iii. Greg Gichan, Teacher
- c. "Ex Officio" Members
 - i. Jessica Cangelosi-Hade, Superintendent
 - ii. Heather Spitzer, Business Administrator
 - iii. Maren Smagala, Communications Officer

All members were present except Ed B.

2. Approval of New Treasurer, Laura Rosman, Pomptonian Foods

Approved unanimously by voting members Jim F., Frank B., and Kim B.

3. President's Report

- a. Re-introduction to faculty & staff

Jim F. reported that his presentation to staff on MON 4/29 was well received, especially pertaining to upcoming grants.

- b. Recruitment of one additional voting member for Secretary

Jessica C. has a candidate in mind for Secretary and will report back to Jim F.

4. Financial Report

- a. Status of accounts
- b. Recent activity
- c. "Audit"
- d. Directors & officers insurance application

Items "a" and "b" were reviewed by Frank B. and a hard copy report was distributed to all.

Frank B. will email budget file to Laura R.

Frank B. will follow up with auditors for status on item "c."

Jim F. confirmed that item d. is in process.

Voting members agreed we should move to a dual signature check signing control.

Laura R. will visit Provident Bank and find out what documents they need to remove Frank B. and add her and Jim F.

5. Awards Night (WED 6/4/25 6:30 PM)

Jim will be presenting the ten \$1,000 checks on behalf of HCSF. Jim F. will follow up with Jen N. in guidance to confirm whether he or someone else is presenting the checks associated with the Mr. Chow scholarships.

6. Teachers Grants Workgroup Kickoff Discussion (Ed B., Mary W., & Greg G.)

A productive conversation ensued. The guidance from the group to the HCSF Grants Committee, consisting of Ed B., Mary W., and Greg G., included:

- *A \$10,000 budget (optimally ten, +/- \$1,000 grants)*
- *Keep grants consistent with board policy (to be disseminated to committee by Maren S.)*
- *Keep grants consistent with HCSF mission & bylaws*
- *Develop a grant request form for distribution to staff SEP 2025*
- *Grants will be submitted to department heads, reviewed and, if approved, forwarded to Director of Curriculum for approval of final ten grants, with final-final approval reserved by four voting HCSF members*
- *Deliver report to HCSF board at next meeting*

Jessica C. will push out a "heads up" email before the end of May to staff that HCSF grant applications for ten, +/- \$1,000 grants will be coming in Fall 2025.

7. Additional Items for Discussion

a. Future fundraising efforts

A productive conversation ensued. A consensus emerged that a fundraising event should be held at a vendor in the district with a target date of Spring 2026. A committee will be necessary, members TBD at the next meeting.

b. Vendor report from Business Office

In process by Heather S.

- c. *Harvesting support from HCRHS vendor & professional community*
- d. *Reintroduction to the community*
- e. *Website, email, and social media*

Maren S. will develop an HCSF electronic letterhead, post approved agendas and minutes to the HCSF website, and provide other communications support.

8. Open Discussion

9. Meeting Frequency

The group agreed the full board, all ten members, should meet quarterly. This does not include smaller group meetings for committees associated with event planning, grant strategy development, etc.

10. Next Meeting

TBD – late AUG / early SEP 2025