



## Meeting Minutes

**Date:** June 8, 2021, isa.bella 6pm

**Attendees:** President Colleen Kleege, VP Katie Simas, Treasurer Heidi Fifield, Parliamentarian Jason Payne, Communications Heidi Fulton, Student Events Christine Groves, Website Chris Herndon, Board Member Mary Jane Smith. Attendees Meg Moore, Lori Schmersal, Sandy Landerer, Amy Lowry, *Absent: Grants Paula Cunningham*

**Call to Order:** 6:08pm

**Meeting Minutes** for previous meeting taken by Christine Groves but not available by meeting time. To be circulated and approved by email.

### Foundation Reports

**Treasurer:** Financial Report: Bank Balance \$67,520.15. GL balance matches bank balance. Foundation general fund \$12,038.03.

Money raised: Silent Auction fundraiser \$1493.07. Take Out Thursdays \$1351.63 to date. Chieftain Pledge/Donate Now \$2051.24.

Supported: teacher lounge floor, Senior Yard Signs, holiday candy

**Motions** to approve and/or pay Grant and Check requests this month: Motion/Second

- 2 boys volleyball reimbursements, balance verified- Heidi Fifield/Mary Jane
- 2 Senior goodie bag reimbursements to Katie Simas \$251 Heidi Fifield/Jason and to Christine Groves \$713.84. Katie/Heidi Fifield
- Boys water polo reimbursement- JV Coach Katie/Jason
- Girls water polo reimbursement- JV Coach and Senior Night Katie/Jason.
- Garden Gang Grant & Reimbursement for replacement supplies Heidi Fulton/Mary Jane
- Theater reimbursements \$1159.62 to Nicole Cantalupo. Jason/Katie
- Grant and reimbursement for marquis lights for Prom/Gala, check to Meg Moore Jason/Katie

**Motion** by Heidi Fifield to 1) replace Katie Simas with Chris Herndon as a signer. 2) Keep Amy Lowry, Paula Cunningham, and Heidi Fifield as signers. And 3) Designate per Bank terms: President - Replace Paula Cunningham with Heidi Fifield. Secretary - Amy Lowry, Acting Secretary - Chris Herndon. which will allow Amy, Heidi Fifield and Chris to be authorized to make changes to the Bank account. Seconded by Katie, *all approved*.

**Motion** to approve Treasurer report by Katie, seconded by Chris. *All approved*

**Communications:** Heidi Fulton will attend Board Meetings next year in place of Principal Williams who can not attend. The weekly CHS SWAG should be the main communications tool including Foundation.

Constant Contact email blast is going away. Foundation website will host all Foundation information and SWAG used to communicate the headlines with links to Foundation.

Heidi Fulton will be working to clear coaches for all sports before the school year begins. Discussion with Lori Schmearsal and Heidi regarding a plan to reach out to Coaches and possibly Team Parents to introduce and offer Foundation support. There is a beginning of the year Coaches meeting with Alfie, provide coaches with Foundation template/info/instruction/forms etc.

**Scholarships:** Jason: Four scholarships are being awarded, chosen on a point ranking system. Winners announced in CHS senior award video on 6/9.

Feedback from Meg Moore- create a rubric or guideline for judges, have a planning/kickoff meeting, one prompt is easier to evaluate rather than two, consult with Fletcher as an advisor.

**Senior Field Day:** Heidi Fulton- email blast went out asking for donations and use of field games. 3 corn hole and a can jam game has been dropped in the office for use.

**Senior Photo Finish:** Heidi Fulton- Friday 5pm, ASB event. Goodie bags will be given out and if not picked up goodie bags will be held over for Diploma pick up day on Monday 6/14. They will decorate at 3:30, decoration donations appreciated. This is a student only event and student created event. There will be photo backdrops and a parent volunteer photographer (Mr. Milo).

**Hospitality:** Colleen- Staff Grab and Go lunch on 6/14 12:30- 1:30 room 114. Colleen makes a **Motion** to pre-approve the contract for up to \$500 for 75 people. Heidi Fulton seconded, *all approved*. Details and menu were included on the agenda. Vendor is ICE Catering- Greg Gibson.

**Foundation Board Elections:** Nominee, motion/second, all approved

President- Jason Payne Katie/Heidi Fifield

Vice President- Paula Cunningham (not present) Katie/Chris

Secretary- Amy Lowry Colleen/Jason

Communications- Chris Herndon Jason/Colleen

At Large- Sandy Landerer Colleen/Amy

**Misc (in no particular order)**

Mary Jane requested to remain on Foundation Board emails next year to stay informed and it helps in her position at CHS.

Christine will share the student events binders (grad night/college bound) for future use/reference.

Colleen reiterated that the Foundation is a growing organization and plans to continue to help with hospitality and alumni outreach.

Brief discussion of continuing 1x month dine for dollars fundraisers; they're easy to organize and promote, and there's no expense.

New President, Jason Payne gave brief remarks about focusing on awareness, support, giving back and campus improvements. Will plan summer meetings for new board.

Colleen planning to host an appreciation event this summer/after grad to celebrate Foundation Board members and volunteers for their hard work and dedication.

Brief discussion of Scholarship certificates and distribution.

**Meeting Adjourned: 7:23pm**

Next Meeting Date/Location TBD

Minutes submitted by Amy Lowry, Secretary