

Ravenna Community Education Foundation

Minutes from Monday, December 17, 2007

Meeting was called to order by President Karen Barker at 6:04 pm.

Roll Call: Karen Barker, Jason Helsen, Ken Punter, Mike Pierson, Brenda Jacobs, Ken Patterson, Sr., Laura Wagner, Dee Swanson.

Absent members were: Brandy Thompson-Bueche, Michelle Straley

Approval of Agenda: Motion made by Ken Patterson, support by Mike Pierson to approve agenda as presented. Motion carried.

Approval of Minutes: Motion made by Ken Patterson, support by Mike Pierson to approve the minutes from the November 19, 2007 meeting. Motion carried.

Guests: No guests were present.

Correspondence: Ravenna School Administrators donated \$80 in Jeanette Magsig's name as a Christmas gift. Donation received from Craig & Laura Cameron to be forwarded on to CFFMC.

Reports:

Finance: No financial report

Marketing/Membership: Discussion held on the wording of the letter sent to Potential contributors. Clarification of the sponsor levels; intended to be cumulative. Mike P. will draft revision of wording to make clear and to also add additional levels. Talked about how to track contributions by donor to monitor the sponsor levels. Quickbooks will be used for the time being. Discussed publishing quarterly, anyone donating > \$100 in the Ravenna Independent. Motion made for clarification & additional levels by Laura Wagner. Support by Mike Pierson. Motion carried.

Annual Meeting: Will be held January 21st, 2008. All committees will submit reports.

Alumni Contacts: Dee Swanson is still working on the list.

Old Business:

Discussion to table new brochure until spring to utilize funds from Flag Football event to cover costs.

New Business:

Communication during winter months was discussed with several members of the board being out of town. Continue to communicate via email.

Website meeting scheduled for 6:30p.m. on December 21, 2007 in Beechnau Elementary computer lab.

Time and Date of next board meeting: January 21st, 2008 at 6:00pm at Beechnau Elementary library.

Adjournment: Motion by Dee Swanson, support by Ken Patterson to adjourn meeting at 7:43pm. Motion carried.

Ravenna Community Educational Foundation

Minutes from the October 29th, 2007 meeting

Meeting was called to order at 6:08pm by President Karen Barker.

Roll Call: Members present were Karen Barker, Brandy Thompson-Bueche, Ken Patterson Sr., Ken Punter, Dee Swanson, Laura Wagner, Michelle Straley and Mike Pierson. Members not present were: Jason Helsen and Brenda Jacobs.

Approval of Agenda: A motion was made by Ken Patterson Sr. and support by Mike Pierson that the agenda for the October 29th, 2007 meeting be approved. Motion carried.

Approval of Minutes: A motion was made by Mike Pierson and support by Michelle Straley that the minutes from the Sept. 24th, 2007 meeting be approved. Motion carried.

Guests: No guests were present.

Correspondence: No correspondence reported.

Reports:

Finance: Karen Barker reported that the check book balance was \$1868.51.

Karen Barker reported that we need to reimburse the schools in the amount of \$1337.23.

Karen Barker reported that we sold 325 raffle tickets.

Karen Barker also reported that our account balance with the Muskegon Foundation is \$7740.44. (We still need to earn \$2300.00)

Karen Barker lastly reported that there is a 1 time tax deduction being offered to persons age 70 ½ years old who donate monies to non-profit, charitable organizations. A letter was provided for members to read.

(This letter will be made public knowledge)

A motion was made by Mike Pierson and support by Ken Patterson Sr. that the finance report be approved. Motion carried.

Membership: Mike Pierson presented and provided handouts for members to view in regards to the new membership information that Patricia Rogers had designed. Committee suggested that a Generic Letter be drafted instead of one addressed to alumni only. A discussion was held over printing inserts for our current brochures with the membership information vs. redesigning new brochures which would include the membership information. Members decided to

table the decision of what option we wanted until next months meeting.

A motion was made by Laura Wagner and support by Ken Punter to revise the letter to a Generic Letter to send out with our current brochures, insert information about the tax deduction, and include donation envelopes and have available at this time to get more monetary donations to the foundation. Motion carried.

Main Event: Jason Helsen was not present to provide a final 50/50 raffle report. Ken Punter presented more about the Flag Football Tournament to be held in June of 2008 at Citizens Field. Conklin Park area is also being considered. Discussion included: number of fields, concessions, T-shirts, cost per person/team and what materials would need to be purchased (flags, pile ons, markers and officials).

Annual Meeting: Committee reports are due by the Dec. 2007 meeting. The following chairs will provide written summaries of the activities during the last year:

Raffle Report: Jason Helsen, Brandy Thompson-Bueche

Alumni Report: Karen Barker, Dee Swanson

Membership: Mike Pierson

Finance: Brenda Jacobs

Annual Meeting: none

Website: Ken Punter

Grants/Scholarships: Jason Helsen, Karen Barker, Ken
Annual Meeting for 2009 may be held at Moss Ridge. Mike Pierson presented handouts on cost. Committee decided to reserve the room at a later date due to the cost (\$600.00) and the reservation fee (\$500.00).

Alumni Contacts: nothing new.

Website: Ken Punter will continue to work with the company and make the corrections and additions.

Grants/Scholarships: Hoping to provide in the Spring of 2008.
Mike Pierson informed committee that the PR committee of RPS is thinking about selling room sponsors for technology and other teacher requested/needed materials (Elmos). Maybe this is something we would like to do. No final decision was made. Need more information.

Old Business:

No bites on anyone new joining RCEF

Karen Barker presented a possible form that could be completed by RPS

employees to have deductions made from their payroll checks to RCEF. It was discussed that we wait until next August and be included at the Breakfast.

New Business:

Working as a Board: Karen Barker stressed that it is extremely important that ALL members work together. ALL members must commit to all events. Mark their calendars and be present. (Raffle sale as an example. Some members worked much harder than others.)

Date and Time of Next Meeting:

The next meeting will be Monday, Nov. 19th, 2007 from 6-8pm at Beechnau Elementary School in the Computer Lab.

Adjournment: A motion was made by Laura Wagner support by (many) Dee Swanson to adjourn. Motion carried.

Meeting was adjourned at 8:01pm.