

Ravenna Community Educational Foundation
September 16, 2008
Meeting Minutes

Meeting called to order by President Karen Barker at 7:10pm.

Roll Call: Karen Barker, Dee Swanson, Jason Helsen, Brenda Jacobs, Laura Wagner, Ken Patterson Sr., Ken Punter, Mike Pierson. Brandy Thompson-Bueche and Michelle Straley arrived late at 7:20pm.

Approval of Agenda: Mike Pierson made a motion to accept the agenda for the September 16, 2008 meeting. Second by Laura Wagner. Motion carried.

Approval of Minutes: Mike Pierson made a motion to approve the meeting minutes from the August 4, 2008 meeting. Second by Laura Wagner. Motion carried with Jason Helsen and Dee Swanson abstaining from the vote due to being absent at the 8/4/08 meeting.

Correspondence: Received from Ravenna United Methodist Church. A donation of \$500.00 for the scholarship fund was received. Brenda Jacobs will send a thank you.

Finance Report: Brenda Jacobs reported no new updates. Quarterly report is still due to come in.

Committee Reports

- A. Giving and Donor Committee: Members of this committee presented the letter they redrafted. The redrafted letter speaks to the target audience of donors. It highlights the overall goal of RCEF to receive funds through donations in hopes of being able to give two teacher and two student mini-grants in the amount of \$300 each and a scholarship in the amount of \$500 during the year 2009. The letter explains that only 4% of donated funds may be used. The letter continues and lists the giving levels: Bronze <\$100, Silver \$100-\$499, Gold \$500-\$999, Platinum \$1,000-\$2,499, RCEF Champion \$2,500-\$4,999, Ruby \$5,000-\$9,999, Sapphire \$10,000-\$24,999, Emerald \$25,000-\$49,999 and Diamond \$50,000+.

Discussion among trustees resulted in a motion. Laura Wagner made a motion to utilize the letter drafted by the Giving and Donor Committee to establish our giving goals for the year 2009 and for this letter to be distributed to area businesses in late October to be followed up by phone or in person the beginning of November. Second by Ken Patterson Sr. Motion carried.

- B. Annual Meeting/Event Committee: Members of this committee presented their idea of "Celebrate Ravenna Schools" Showcase. The event would be held on May 7th of 2009 at Moss Ridge. Tickets would be \$10.00. The showcase would display exhibits and works of art from individuals and groups such as FFA, BPA, DI and others. A discussion of having an item for auction and a People's Choice

Award was held. No final decision was made. It was also suggested that Karen Barker as President of RCEF should speak and encourage gifts of giving in the form of donations. Committee members suggested having a student design the brochures for the event and have George from Ravenna Food Services do the catering.

Discussion among trustees resulted in a motion. Ken Punter made a motion to hold Moss Ridge for Thursday, May 7, 2009 for the "Celebrate Ravenna Schools" Showcase. Second by Laura Wagner. Motion carried.

- C. Alumni Data Base: Karen Barker has been working with Jeff on ways of appropriately doing this. Discussion among trustees resulting in a decision to put this effort on hold. Confidentiality was key.
- D. Teacher Grant Deadline is October 31st.

Website: Ken Punter will continue to work on getting the RCEF website to appear the way trustees want it to be. Ken will add the new giving levels to the website.

Old Business: Karen Barker reported that the Presentation to Ravenna Teachers of RPS and St. Catherine's went very well. Response was good and we will know more as finance reports are available.

New Business: RCEF checking account needs to have a new signature card with current trustees. Sharon Yonker and Matt Broton are currently on the RCEF checking account.

Discussion resulted in a motion. Mike Pierson made a motion to remove Sharon Yonker and Matt Broton from the check book register and place Ken Patterson Sr. and Ken Punter with Karen Barker and Brenda Jacobs on the RCEF checking account at Choice One Bank. Second by Dee Swanson. Motion carried.

Other: none

Next Meeting: Tuesday, October 21, 2008 at 7:00pm in the Computer Lab of Beechnau Elementary School.

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Other: none

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Adjournment: Dee Swanson made a motion to adjourn at 8:35pm. Second by Jason Helsen. Motion carried.

Helsen. Motion carried.