

2011-2012 Foundation Minutes

Date: January 23, 2012

Time: 5:00 pm

Attendance: Amy Miller, Barbara Bovee, Aine Lutes, Steve Cook, Stacia Keller, Julie Ashton-Gray

1. Amy Miller presented a new Project Request Form. The new procedure will be: any person or committee requesting the need for funding an activity or project must submit a Project Request Form with a budget to the Foundation and it must be approved by a simple majority.

Barbara Bovee motioned to approve the new form and procedure. Aine Lutes seconded the motion. Motion approved by majority.

Amy Miller will e-mail the heads of all the committees with the new form and procedures.

2. Discussed board member positions and if additional seats should be added.
 - Must have a minimum of 4 board members.
 - Board members must serve for 2 years.
 - Should we add 2 additional seats?

Board decided to add a transitional seat for the immediate outgoing Foundation President.

Board decided to add a seat for the Chairperson of the Fundraising Committee. The new Foundation positions would now be: President, Vice President, Treasurer, Secretary, Board Member at Large, Immediate Past President, and Fundraising Chairperson.

Steve Cook motioned that we add two new McKinley Foundation Board Member positions, Immediate Past President and Fundraiser Chairperson. Barbara Bovee seconded the motion. Motion approved by majority.

3. Reviewed SO/NO fundraising totals. After all expenses and donations have been paid and received SO/NO's net was approximately \$16,500.
4. Variety Show. The North Park Theater said they would give us our deposit for the theater rental back. Now the management is telling us we have to get it from the company that took our original day. Amy Miller is working with the North Park Theater to rectify this situation.

Dave from Jr. Theater was originally going to charge us \$450 to direct the Variety Show. Now he is requesting \$1000. Amy Miller is going to e-mail him and ask him exactly what services he is providing for \$1000. She will bring this back to the board for approval.

5. Discussed the fact that the McKinley Foundation President should also be the PTC Chairperson.

Barbara Bovee motioned that the McKinley Foundation President and the PTC Chairperson is one in the same. Aine Lutes seconded the motion. Motion approved by majority.

6. Amy Miller discussed the procedure for filling out the district after hours events form. She submitted the form to the district at the beginning of the year. She added the events: rummage sale, community movie night, after school clubs, and SO/NO. She said these events would also be covered by the Foundations Insurance Policy. The policy covers 2 million dollars in liability.
7. Taxes-Barbara Bovee completed the prior year's tax forms for the Foundation. She would send them to the IRS.
8. The Beautification Committee requested \$800 to have the IB mural completed on the front of the school. The Foundation wanted to make sure the correct McKinley logo was used.

Amy Miller motioned that we approve \$800 to complete the IB mural on the front of the school. Barbara Bovee seconded the motion. Motion approved by majority.

Amy Miller was going to e-mail Paula Cook, Janine Whitaker and the artist to get the mural started.

9. Julie Ashton-Gray requested \$500 for a National Geographic Assembly. The Foundation did not approve the request.
10. Budget-We have budgeted \$25,000 for the music and Spanish but Julie Ashton-Gray said because of taxes it was likely to be closer to \$32,000 for the year. The Board did not approve covering the additional costs. Julie Ashton-Gray said that she would look to cover the additional amount from her discretionary budget.

Barbara Bovee is going to create a preliminary budget for this year from last years totals. Barbara will follow-up with the board members once the budget has been created. The Foundation Board members feel they can make a more informed decision on how to fund events if there is a preliminary budget.

11. Casino Night- Casino Night will be held at the Sunset Temple. Expenses are expected to be higher but they are expecting to make more money. They will be receiving part of the profits from the alcohol sales. They will be required to submit a Project Request Form.
12. Barbara Bovee will repost the open Foundation Board positions with a March 1st deadline.

Next PTC meeting February 15th.

Meeting adjourned at 6:30 pm.