

WEST CHESTER AREA
EDUCATION FOUNDATION



April 9, 2014 Meeting Minutes

In attendance: Suzanne Moore, Jim Scanlon, Ali Neilon, Chris Woods, Robin Harkins, Bryan Brockson, Steve Krug, Rick Parsons, and Carolyn Comitta

WCASD Staff: Susan Speaker

Not present: Irene Benjamin, Kim Hall, Holly Graver, Todd Goodstein and Dave Flamer

- A. Call to Order: Chris Woods called the meeting to order at 7:35 a.m.
- B. Chris Woods requested a motion to approve the minutes from February 12, 2014. Jim Scanlon, Bryan Brockson made a motion to approve. Motion passed.
- C. Treasurer's Report: Suzanne Moore reviewed the Treasurers report from February/March. Disbursements were made to Rustin High School for the CAD router in the amount of \$5800. and East High School Weather Balloon in the amount of \$3800. Bryan Brockson and Rick Parsons made a motion to approve the Treasurers Report from February/March. Motion passed.
- D. Committee Updates: No Committee updates at this time
- E. EITC Solicitations: Members reviewed the Solicitation letter spreadsheet from last year. They noted who they each would contact prior to the letters being mailed. Susan Speaker will email a copy of the EITC Solicitation letter to the Board. Bryan Brock asked where this solicitation list comes from. Jim Scanlon said this list is from previous years mailings. Bryan suggested also getting a list of district vendors to add. Chris Woods mentioned that we might add to the letter that even though the business may not sign up for EITC credit, the Foundation would welcome any donation. Calls will be made before the breakfast and EITC letters will be mailed after the breakfast, at the end of April.
- F. Mini Grants: Members reviewed the process of grant approvals through to funding. The Rustin Celebration was partially paid through Moody's and Foundation grant funding. There is still an issue of proposals getting to committee members for review when money is still available – additions in 2014. Jim Scanlon will review the Rustin proposal. The funding request for the FBLA Conference will be e-mailed to the Board. The funding for FBLA was approved. The Board deferred action on the Rustin proposal until the proposal is reviewed.

Grant funding was reviewed. Bryan Brockson asked for clarification on the EITC funds which totaled \$47,000. Mini grants are included in the EITC approved programs. Jim Scanlon said we would add a column in the Funding report to include EITC eligible requests. Then we'd could see which program the grants fall under. Rick mentioned that the grant review committee does attempt to approve the requested proposal into these program categories. Steve Krug thought that the finance committee could also oversee the distribution of funds. Jim Scanlon mentioned that we will review how to handle the Community grant requests for additional funding. Bryan Brockson suggested that we add two (2) submission dates for grant requests. He also mentioned that maybe funding could be used through a district wide grant that would benefit the schools and Foundation mission. Rick Parsons mentioned that we could market the funding availability to department chairs, letting them know of the time frames for funding. Jim Scanlon believes that the reason there were so few grant requests was due to the lack of a teacher contract. Chris Woods mentioned that these items would be great ideas for the Foundations planning session in June.

- G. PA Free Enterprise Week: Currently we have 20 applications for scholarships. Jim Scanlon mentioned that PFEW representatives will be out to our schools soon. Visits were postponed due to snow days. PFEW pays these scholarships and the Foundation reimburses them – invoice for 2013 was paid in September.
- H. Breakfast program: The program was reviewed. The Rustin High School string quartet will provide the music. The Rustin *Everyone Matters* video will open the breakfast. Dave Kelly from Stetson will demonstrate their Future City project. Jim Scanlon reviewed the paid breakfast reservations. Rick Parson noted that West Chester University would sponsor a table. Suzanne Moore mention that the breakfast should not be called a fundraiser from an IRS standpoint. Better to use celebration or service event.

- I. Meeting adjourned at 8:20 a.m.

Christine Woods, President _____



Kimberly A. Hall, Secretary _____