

FUND69 Meeting Minutes
February 8, 2006

In attendance: Annie Uchtman, Laura Williams, Terri Lefler, Angelica Studer, Hope Minsky, Debbie Rizki, Therese Block, Stephanie Crane (for Brad Stein), Dr. Becky Nelson, Maggie Meixner, Gilbert Poppenhagen, Mary Anne Diehl (Barnes & Noble)

The meeting was called to order at 7:33 pm.

Introductions of the Board members and visitors were made.

A motion was made and seconded to approve the minutes from the meeting on 1/11/06 without corrections. It was carried unanimously.

Correspondence

None.

Committee Reports

None at this time.

Old Business

1. Gift-Giving

The checks were presented by Terri and Laura to Pat Skonberg (BOSU balls, PE department) and Donna Seitzer ("We Are" project, Art department) at the Lincoln Faculty Meeting this afternoon. They were thrilled.

Madison has determined which titles and how many books they would like to order from the "Keep Books" program. The final amount will be \$484.00. Although the primary requestors are the ELL and Title I teachers, Debbie Rizki will be placing the order, so the foundation check may be made out to her directly. The check will be presented at the next Madison Faculty Meeting on Wednesday, 2/22. Laura will be the FUND69 representative who attends this meeting.

Stephanie Crane presented the final numbers for the "Games to Go" request from Edison. Their total amount will be \$499.15. Alina Boruszko, one of the Title I teachers, will be placing the order, so the check may be made out to her. This will be presented at the Edison Faculty Meeting on Wednesday, 3/8; both Annie and Terri will be able to attend this meeting.

2. Website

Maggie presented the updated website which includes the new logo design as well as many of the changes suggested by the Board. Annie has the walk-a-thon pictures from Mylinda so Maggie will include those before finalizing the transfer of the FUND69 site to the district website, which she expects will happen by the end of this week. Maggie requested that any text changes be coordinated through Laura (note: a detailed review of the website occurred at the end of the meeting). She encouraged FUND69 to take pictures at every event for inclusion on the website, including pictures of the students using any of the materials purchased with gift/grant monies. It was asked whether or not specific authorization may be needed from parents to include their children's pictures on the website. This will probably not be necessary since each family is required to sign a general technology authorization form at the beginning of the school year. If the teachers or schools are responsible for taking the pictures, this authorization should be sufficient.

3. Spring Fundraiser – Barnes & Noble

A Barnes & Noble book fair fundraiser has been scheduled for Saturday, 4/22/06. This date is Earth Day, but is also the start of TV Turn-off Week (coincidentally, it is also the start of National Volunteer Week).

Mary Anne Diehl, the Community Relations Manager for the Old Orchard Barnes & Noble store, presented their information for hosting a book fair event. She provided each teacher representative with a folder of information to take back to their school buildings.

- Fundraising book fairs are easy! Every title in every department (adult, children, music, etc.) is included, with the exceptions of gift card purchases and consumable items from within the store (such as coffee, food, etc.).
- Vouchers are issued which contain the school/organization name, date, etc. These may be distributed to anyone but are only good at the one location. They may be used all day (9 am-11 pm). Organizations receive a percentage of the total sales with higher sales translating to a higher donation percentage.
- In-store volunteers on that day are not necessary but promotion of the event is important.
- Promotion ideas: Announcements in school newsletters, the local paper, or the website (may include copy of the voucher in each case); Distribution of vouchers to local businesses who support the foundation with a request to make them available to their customers; Have students/families give copies of the vouchers to their family members & neighbors; Distribution of vouchers at other upcoming school events (e.g., parent-teacher conferences).
- Ideas to get people to the store that day: School group presentations, e.g., chorus performance, poetry readings, drama club performances; Story times with teachers as guest readers.
- Encouraging purchases**: Each school or teacher could generate a “wish list” for their classrooms (organization could donate book plates so donors could immediately sign their purchases); Teachers could provide recommended summer reading suggestions; Recommended reading lists from the local high school for graduating 8th graders.
- Other applicable discounts would still be honored, such as teacher/educator, institutional, Barnes & Noble membership.
- Items ordered *that day* would not apply since payment is generally only made once the order has been received. However, a customer could place an order in advance of the book fair date, have the store hold the requested item(s), and then pay for it on that day.
- Other store locations would not be included in the event, but out-of-town family members or friends could still participate by calling the Old Orchard store on that date and making a purchase over the phone. This would still count as credit toward the organization’s total sales for that day.
- Script gift cards, purchased in advance to raise money for the PTA, could be used that day to make purchases in the store. That purchase would, in turn, still benefit FUND69 (both organizations benefit in some way).

** Larger quantities of specific book titles would need to be ordered by the store in advance. They would display these materials in a specific location to make them easier for customers to find. Likewise, if part of a specific “wish list,” the store would provide a means for parents to check off the titles from the list as they purchase them.

There was a lot of enthusiasm about this fundraiser, and Debbie suggested that each teacher representative have a sign-up sheet for their building for the teachers to pick a slot to read a

favorite book at the store on that day. It was decided that different blocks of time for the different age groups would be best. Madison was assigned the slot from 10am-12 pm, Edison was assigned 12-2 pm, and Lincoln was assigned 2-4 pm. Teachers are welcome to act as guest readers, or, perhaps for the older students, other teacher-led activities could be held (such as a short performance). The store requires notice by March 6th as to what times we would like blocked out but does not need to have other specifics (such as who might be coming, etc.) by then.

4. Upcoming Meetings

Annie announced that the general meeting in March (3/8/06) will be cancelled because of the referendum effort. There will, however, be a Board meeting that month. The April meeting will be held on 4/19 because of Passover. This is the third Wednesday of the month rather than the more usual second.

New Business

5. Committee Formation

At the Board meeting tonight, we outlined the basic committees we expect to form: Corporate Sponsors, Fundraising/Events, Communications, and Grants. At the April meeting, we will extend an open invitation to all interested community members to join these committees. A reminder e-mail will be distributed to the foundation contact list.

6. Walk-a-thon Timeline

We expect to hold the second walk-a-thon in September. During the next school year, the buildings will only be closed for one of the Jewish High Holidays, Yom Kippur, which falls on October 2nd (Monday). Rosh Hosanna will be 10 days earlier, so will fall over a weekend. The first day of school will be Wednesday, 8/23. After a discussion of possible dates in September and October, it was decided that the event will be held on Saturday, 9/16. As such, promotion at Information Days in August will be very important (Gil Poppenhagen offered to help with this effort). Foundation meetings over the summer will focus on the walk-a-thon.

Open Forum

Angelica stated that there is a survey available on the district 69 website requesting community input about the Board's plans if the referendum passes or fails. She encouraged everyone to take a few minutes to complete it.

The meeting was adjourned at 8:50 pm.