

FUND69 Meeting Minutes
August 9, 2006

In attendance: Annie Uchtman, Laura Williams, David Donegan, Terri Lefler, Angelica Studer, Gil Poppenhagen, Debbie Rizki, Renee Miller, Dominique Shemroske

The meeting was called to order at 7:38 pm.

Minutes

The minutes from the general meeting on 7/17/06 were distributed. A motion was made and seconded to approve the minutes from this meeting without any corrections. It was carried unanimously.

Correspondence

None

Committee Reports

None

Old Business

1. Walk-a-thon Committee Updates
 - A. *Forms* – Three different versions of the registration forms have been completed. A few minor changes still need to be made, but forms will be available for the staff at the Institute Day on Monday, 8/21. (Dave will make around 150 copies and will get them to either Renee Miller or Sue Ferdinand by 8/18). Pre-registration forms and another copy of the t-shirt design flyer will also be sent home with the students in the first Friday folder on 8/25. (Laura and Dave will make the copies on Wednesday, 8/23 and deliver to the schools by Thursday, 8/24).
 - B. *Raffle* – The committee has dropped off items for the raffle to the district office. Laura will touch base with the two committee heads to check their progress/plans. To make it easier on the committee, we may need to start securing donations next spring.
 - C. *Food* – Everything is almost all done. We are still waiting to hear from Costco re: their donation(s). The option of purchasing Krispy Kreme doughnuts at a reduced price (but no tax) was discussed. Gil offered to check with Dunkin' Donuts to see if they might be willing to make a donation instead.
 - D. *T-shirts and posters* – The contact information was inadvertently left off of the posters. Renee will make the corrections and will include the FUND69 e-mail address and website information. Because the posters are all 8 ½ x 11" in size, they will be able to be hung in the windows of Skokie businesses. The final meeting for this committee before the walk-a-thon will be held on Friday, 9/1 at 10:00 am to decide the winning design submission. All non-winning submissions will be posted at each school and may also be displayed at the walk-a-thon as well. We will need another reminder about the walk-a-thon in the schools. Either another flyer can be sent home with the students on Friday, 9/8 and/or we can ask the principals to each say something about the walk-a-thon in their morning announcements.
 - E. *Publicity* – Laura will contact Eileen Rapoport. Annie will follow-up to see if we can have banners made and hung at each of the schools. The Skokie Park District emphatically refused to advertise the walk-a-thon on their marquees, although we may be able to hang posters in the park district buildings.
 - F. *Fundraising* – Tabled until the October meeting.

G. Other

- There will be a Walk-a-thon Volunteer Meeting on Thursday, 8/31. Each of the committee heads will be sent an e-mail reminder about the meeting and will be asked to figure out how many additional volunteers they may need and what their tasks will be. An e-mail will also be sent to the general distribution list asking interested volunteers (who may not already be on a specific committee) to attend this meeting as well.
- A formal invitation will be sent to each of the School Board members asking them to attend the walk-a-thon. Dave will draft this letter.
- Debbie suggested that we may want to perform a lunchtime skit for the students the week before the event to get them excited about the walk-a-thon. It was felt that this might be easiest to accomplish at Madison. Both Edison and Lincoln may only be asked to make additional announcements.
- We will again want teacher volunteers to be at their respective schools during the walk-a-thon, similar to last year's "School Fun Stops." The teacher representatives can ask their staffs for volunteers. We may want to ask Constructive Playthings if they can donate any small tokens/gifts to hand out.
- We should establish a First Aid plan. At minimum, we may want to have a first aid kit at each school and have a cell phone contact list in case of an injury or emergency during the walk. Annie will contact both Alina and Therese and ask them to contact their school nurses to see if they will be attending the walk-a-thon and if they may be able to help.

Open Forum

Terri will be putting together a list of contact information for FUND69 Board members (for their use only). The teacher representatives can decide whether they would like their home phone number or e-mails to be included or if they would prefer to use their school e-mail only. Terri will follow-up with Alina and Therese, as well as Mylinda, Lori, and Dr. Nelson. She plans on creating this in a Microsoft Word document to be shared with the Board.

Debbie asked if we knew if teacher items were to be included in the raffle. It was our understanding that the Raffle Committee was going to contact each of the principals. Teachers may be willing to donate their time or goods they could make (e.g., baked goods, art projects, etc.) Laura will talk to the Raffle Committee about how they are planning on organizing their prizes, etc. We can also discuss this further on 8/31.

Next meeting dates:

- All Walk-a-thon Volunteer Meeting – Thursday, 8/31, 7:30 pm
- FUND69 General Meeting – Wednesday, 9/13, 7:30 pm

The meeting was adjourned at 8:38 pm.