

Friends of Stem BoD Meeting
1-8-2015

BOD Meeting-call to order @ 6:22

- Recap of last meeting:
 - Discussion of minutes being posted
 - Fundraising
 - Family events
 - Gala-Ignatius on Friday 4/17/2015
 - Working on donations from Whole Foods, and also looking for liquor donations.
 - Silent auction items

Donation Update -3D Printer

- Ms. Falco is planning to get funds through a grant and through Donors Chose.
- Jackie suggested that we put the 3D printer on hold, Bill second, no oppositions.
- Jackie will follow up with Ms. Falco regarding the status of the 3D printer.

Annual Appeal

- To date we have raised \$829.50. For recurring donations there is a total o \$1200.00. Total overall raised funds: \$2041.51 (annualized for the school year).
- Bill suggests that we send out some reminders, and implement the “10 for Friends concept”, this will include family members of students. The goal is to expand it beyond the parents.
- Proposed Deadline for Annual Appeal 2/15, nobody opposed. Bill will finalize the date with Ms. McManus at the next meeting.

Funds Distribution

- There has been a request that FOS specifies how funds will be spent for Annual Appeal. As a board we should try to solicit specific requests for spending.

Walk-A-Thon

- Yara suggested that we raise funds for something specific. At this time it is difficult to specify because we do not know what the budget will look like. Last year the funds were distributed to literacy.
- Yara is planning to for the walk-a-thon and hopes to have a proposed plan by the end of January. Yara asked for BOD input for brochure information. Jacky stated some concerns about how specific we are about stating what we are raising. Jackie also stated that we need to vote on brochures, T-shirts and proposed budget proposal for Gala. Bill suggested we take a tri-fold approach on how we target events. Bill suggested that we approach planning for events in chronological order. Ted stated that coming up with a theme for fundraising , will get people energetic and in the mood for fundraising.

Gala

- We currently do not have liability insurance as a BoD, for events such as the Gala where alcohol is involved it is important that we have some type of insurance . There are two options we can consider:
 - 1)We can hire bartenders, with insurance roughly \$300.00 each.
 - 2)We can currently buy general insurance that would roughly \$800. Jacky was in favor.
 - Yara asked how often we would be using this insurance, there were several examples given, gala events and walk-a-thon events. Bartending would be cheaper than general liability, it would be about a \$200 difference, in the event that we decide to have a cook out. Yara suggested that we find out what CPS liable for. Ted made a motion for acquiring the insurance , Jacky modified the motion to acquire insurance not exceeding \$900. Motion passed unanimously.
- Jackie suggested that when we vote on to spend a certain amount of money , we need to be very specific. If the amount that was voted on changes we need to vote again on the new amount.
- Bill suggested that the BoD talk to 10 friends, Ted agreed and requested the PDF of the Appeal Letter. Dawn will send out the Appeal Letter.
- Informal Gala proposed for mid February, Dawn will touch base with Audrey and follow up on the informal gala. Discussion has been tabled for next meeting.

Family Event

- Yara will send out an e-mail of the details of the event. Yara will create a specific proposal after she speaks with Lori and e-mail the BoD,with specific amounts.