

**Ed Foundation  
Board Meeting Agenda**

**September 21, 2015  
11:30AM-1:00PM  
Grand Prairie Municipal Airport**

- I. Call to Order Bernie Ponzio
  
- II. Action Items
  - a. Approve minutes of last Board Meeting
  - b. MOU Changes
  
- III. Information Items:
  - a. Committee Updates:
    - i. Fundraising/Marketing Bernie/Debi Knoblock
      - 1. Annual Fund Drive Kelly Reimherr
      - 2. North Texas Giving Day Sept 17 Kelly Reimherr
      - 3. Taste of Grand Prairie Sept 24 Kelly Reimherr
  
    - ii. Finance Denise Clifton
      - 1. Draft of Finance Review
      - 2. Update on Status of 990
      - 3. Status on Investments-Wells Fargo/Clayton Fisher
      - 4. Pass Thru Policy (draft)
      - 5. Dickey Funding Policy (draft)
  
    - iii. Foundation Policies and Procedures Katrina Jones
    - iv. Teacher Grants Katrina Jones
    - v. Grants: Grants & Corporate Giving Karla Chandler
    - vi. Scholarships Nancy Wooten
    - vii. Plan of Work (review upcoming items) Kelly Reimherr
  
- IV. President's Report Bernie Ponzio

ED FOUNDATION BOARD MEETING AGENDA

SEPTEMBER 21, 2015 11:30 - 1:00 @ GRAND PRAIRIE MUNICIPAL AIRPORT

CALL TO ORDER

BERNIO PONZIO

PRESIDENT REQUESTED KELLY REIMHERR TO TAKE MEETING MINUTES AS ANGELA GIESSNER, SECRETARY, IS OUT OF TOWN. MEETING MINUTES FROM THE JULY MEETING WILL BE PRESENTED AND APPROVED AT THE NEXT MEETING OF THE BOARD.

LORAIN MORAZZANO EXPLAINED THE THREE CHANGES MADE IN THE MEMORANDUM OF UNDERSTANDING TO BE PRESENTED AT THE OCTOBER SCHOOL BOARD MEETING FOR APPROVAL. PARAGRAPH B: UNDER DISTRICT COMMITMENT LETTER I. STATED THAT THE DISTRICT WILL CONTRIBUTE THE SALARY AND BENEFITS FOR THE DISTRICT EMPLOYEE SERVING THE FOUNDATION AS DEVELOPMENT MANAGER IN A 50% CAPACITY VS. 100% AS IN THE PAST.

THE SECOND CHANGE WAS UNDER PARAGRAPH FOR FOUNDATION RESPONSIBILITIES: LETTER V. THE FOUNDATION MAY ELECT TO PROVIDE THE DEVELOPMENT MANAGER A BONUS/SALARY INCENTIVE PLAN AS DEVELOPED BY A COMMITTEE AND APPROVED BY THE FOUNDATION BOARD.

THE FINAL CHANGE WAS TO THE CONTROLS PARAGRAPH LETTER IV. WHICH STATES THE AUDIT CYCLE WHEREIN FINANCES REVIEWED OR AUDITED EACH YEAR SHALL BE PRESENTED TO THE GPISD SCHOOL BOARD AFTER THE CONCLUSION OF EACH FISCAL YEAR.

THE MOU WILL BE ATTACHED FOR REFERENCE TO MINUTES.

DR. WICKER MOVED TO APPROVE THE MOU AS PRESENTED AND IT WAS SECONDED BY NANCY WOOTEN. KATRINA Jones AND DENISE CLIFTON ABSTAINED FROM THE VOTE. MOTION CARRIED.

FUNDRAISING / MARKETING REPORT

BERNIE PONZIO/KELLY REIMHERR

KELLY REIMHERR STATED THAT WE CURRENTLY HAD 4 SCHOOLS TURN IN FORMS FOR THE ANNUAL FUND DRIVE AND WITH THE VENDOR FAIR DONATIONS WE RECEIVED WERE \$18330.00 IN WEEK ONE. THERE ARE TWO MORE WEEKS OF DONATIONS AND WE HOPE THAT NUMER WILL DOUBLE AT MINIMUM. NORTH TEXAS GIVING DAY ON SEPTEMBER 17 RESULTED IN \$730.00 IN DONATIONS FROM VARIOUS CONTRIBUTORS. IT WAS DISCUSSED THAT WE NEED TO INCREASE THE PRESENCE OF THE FOUNDATION IN NTGD BECAUSE THIS WAS A RECORD OF \$33,000,000.00 GIVEN AND WE NEED TO BE RECEIVING A LARGER SHARE OF THE DONATIONS. SHE SUGGESTED A COMMITTEE BE ASSIGNED THIS DUTY NEXT YEAR

TO INCREASE OUR SHARE OF THE DONATIONS TO THE PUBLIC AT LARGE AND IN PARTICULAR TO PARENTS AND BUSINESSES.

THE TASTE OF GRAND PRARIE IS SEPT 24<sup>TH</sup> AND WE HAVE 2 MEMBERS ATTENDING, AS WELL AS LORAIN MORAZZANO AND KELLY REIMHERR TO INCREASE AWARENESS FOR THE FOUNDATION AND GET DONATIONS FOR THE ALUMNI DRIVE.

DR. WICKER REQUESTED FLYERS/INFO PACKETS TO PUT IN PUMPKIN RUN BAGS. BERNIE TO DELIVER ITEMS TO DR. WICKER.

#### FINANCIAL REPORT

DENISE CLIFTON

REVIEWING THE TREASURERS REPORT DENISE CLIFTON REPORTED THE BALANCES AS FOLLOWS: (AFTER EXPECTED EXPENDITURES) AT \$6598.72 IN GRAND BANK OF TEXAS AND \$14,285.80 IN GRAND PRAIRIE STATE BANK FOR A TOTAL OF \$22,912.70 ON HAND. DENISE THAT \$2000 WILL BE HELD OVER FOR SCHOLARSHIPS AS REQUESTED BY STUDENTS FOR 2016 YEAR.

DENISE STATED THAT THE 990 HAS BEEN COMPLETED AND READY FOR AUDIT AND IT WILL BE SENT TO BERNIE. THE FOUNDATION WAS FOUND TO BE IN GOOD STATNDING.

FOR THE STATEMENT OF FINANCIAL POSITION DENISE SUBMITTED A REPORT SHOWING THE INVESTMENTS RECOMMENDATIONS MADE IN THE DEVELOPING MARKETS FUND TO INCREASE TO 40 % FIXED AND 60% EQUITY INVESTMENT ALLOCATION. SHE EXPLAINED THAT THE INVESTMENTS WERE MADE IN A DOWN MARKET.

THE CURRENT PORTFOLIO TOTALS \$541,707.07. DENISE WILL CALL FORMAL COMMITTEE MEETING BEFORE NEXT BOARD MEETING FOR PASS THRU AND DICKEY FUNDING POLICY. THESE REPORTS WILL BE ATTACHED TO MINUTES.

DR. WICKER MOVED TO APPROVE THE FINANCIALS AND KATRINA JONES SECONDED THE MOTION. KATRINA JONES ABSTAINED FROM THE VOTE. MOTION CARRIED.

#### GRANTS AND CORPORATE GIVING:

KARLA CHANDLER

KARLA REQUESTED TO SPEAK EARLY SO THAT SHE COULD PICKUP HER SON. SHE STATED THAT SHE NEEDED A FOCUS OF WHERE TO ASSIGN GRANT MONEY IN ORDER TO REQUEST CORPORATE GRANTS. IT WAS SUGGESTED THAT WE LOOK AT FIELD TRIPS, SCHOLARSHIPS OR TEACHER GRANTS IN SPECIFIC TO FOCUS.

#### GRANTS REPORT

KATRINA JONES

KARTINA JONES STATES SHE NOTIFIED WINNERS AND PROVIDED FINANCE WITH BINDER OF SPECIFICS DETAILING PURCHASING GUIDELINES. SHE WILL EMAIL 30 DAYS PRIOR TO END OF YEAR DEADLINE TO REMIND THEM TO SPEND THEIR FUNDS.

THERE WILL BE A TIMELINE SHIFT FOR THE GRANT WRITING/TRAINING PROCEDURES NEXT YEAR AND THAT WILL BE OUTLINED AT THE NEXT BOARD MEETING. IT WAS DISCUSSED TO PROVIDE A FAQ SHEET FOR WINNERS TO FOLLOW BEST PRACTICES GUIDELINES.

#### FOUNDATION POLICIES AND PROCEDURES

KATRINA JONES REPORTED THERE WILL BE A COMMITTEE MEETING REPORT GIVEN FOR THE NEXT BOARD MEETING. NO WORK DONE TO FINALIZE PROCEDURES. REQUESTS THAT EACH COMMITTEE MEMBER LOOK AT THEIR SECTION OF PROCEDURES AND REVIEW FOR SUGGESTED CHANGES BY NEXT MEETING.

#### SCHOLARSHIPS

NANCY WOOTEN

NANCY REPORTED THAT WE RECEIVED TWO THANK YOU LETTERS FOR SCHOLARSHIPS. SHE STATED THAT SHE WAS CONCERNED ABOUT THE PASS THRU SCHOLARSHIPS AND WANTED TO LIMIT THEM. IT WAS EXPLAINED BY DR. WICKER AND LORAINIE THAT IT ORIGINALLY STARTED BECAUSE ORGANIZATIONS NEEDED THE 501C3 TO BE ABLE TO GIVE OUT THE SCHOLARSHIPS.

#### NEW BUSINESS

VARIOUS MEMBERS

MALCOLM CHAKERY WILL ATTEND THE SGP COLLEGE NIGHT TO PROMOTE THE FOUNDATION AND HAND OUT DONATION FORMS UPON SUGGESTION MADE BY DONNA GRANT.

ALISHA CRUMLEY REMINDED THE BOARD THAT THE GPISD EXPERIENCE IS COMING UP IN NOVEMBER AND THAT WE NEED TO ATTEND THAT FUNCTION FOR FOUNDATION PROMOTION.

THE GOLF TOURNAMENT WAS MOVED NEXT YEAR BY PREVIOUS VOTE TO OCTOBER AND THERE WAS SOME CONCERN OVER LOSS OF FUNDS FOR GRANTS DURING THIS SCHOOL YEAR. REYES FLORES AND KELLY REIMHERR WILL LOOK INTO WAY TO INCREASE THE GOLF TOURNAMENT FUNDS FOR NEXT YEAR.

MALCOLM CHAKERY SUGGESTED WE MAKE PLANS TO ATTEND THE ASIAN TIMES SQUARE EVENT THIS WEEKEND FOR FOUNDATION PROMOTION AND BUILDING A PARTNERSHIP IN THE ASIAN COMMUNITY.

KELLY REIMHERR REQUESTED INFORMATION FOR FLYERS/ VIDEO PROMOTION FOR INCREASING PARTNERSHIPS IN THE DISTRICT. LORAINIE MORAZZANO SUGGESTED USING THE HANDOUT SHE PRODUCED WITH VARIOUS DONATION LEVELS TO INCREASE DONOR PARTICIPATION. SHE STATED SHE WOULD SEND THIS INFORMATION OUT TO THE BOARD FOR SUGGESTIONS AND APPROVAL. DONNA GRANT SUGGESTED WE USE THE SGP BROADCAST JOURNALISM STUDENTS AT VARIOUS SCHOOLS TO CREATE A NEW VIDEO AND SAID SHE WOULD TALK WITH THEM ABOUT THIS PROJECT.

KATRINA JONES MADE A REQUEST TO ORDER THE SMALL CHECKS TO BE GIVEN TO GRANT WINNERS FOR THEIR SCHOOL'S PROMOTION OF THE FOUNDATION. KELLY REIMHERR WILL SEND THAT INFORMATION TO DUBISKI FOR PRINTING.

**ADJOURNMENT**

MALCOLM CHAKERY MADE A MOTION TO ADJOURN AND IT WAS SECONDED BY NANCY WOOTEN. MEETING WAS ADJOURNED AT 12:58.