

**South High Foundation**  
**Minutes**  
Meeting of the Board of Directors

South High Media Center  
December 11, 2007

Directors attending: Harold Benson, Dennis Fazio, Rod Hemstreet, George Dahl, Jim Bloom, Elmer Koch, Marlys Schluck, Steve Lindquist, Art Lakoduk, Loyd Schanke

Directors absent: Brian Thomson,

Members attending: Richard Westby, Carol Colloton,

Others: Maureen Bruce, Sharon Dana of Dana Graphic Design, Cheri Saari from UofM, Shannon Dega from UofM, Nilo Guanzon, Asst Principal

Meeting opened by Mr. Benson at 7:00pm. A quorum was present.

**Agenda**

No changes.

Entry Portal presentation

Maureen Bruce brought Sharon Dana, professional designer, Cheri Saari, UofM Interior Design Dept faculty and Shannon Dega, UofM design student to present ideas from a student design team for enhancements to the rear portal entry area and commons. The ideas and drawings were conceptual and illustrative only and were not restricted by budget. There were 8 different design variations shown.

**Minutes**

Motion by Dennis Fazio to approve minutes. Carried.

**Committee Reports:**

Administration

Mr. Guanzon reported that a new room has been assigned to the Foundation (Room 211 and 212). The current office will be surrendered back to the school for a teacher's lounge. The Jan 15 deadline for teacher's union contract may not be met, causing the district to be in default.

Fundraising Committee

Mr. Thomson was not available at the meeting but had sent a written report that is attached to

these minutes.

There will be a meeting Thu Dec 13, 6:30pm in the Media Center to discuss fundraising efforts. All are encouraged to attend and participate.

Mr. Koch brought in checks from the class of 1954 totaling \$1,900 from 30 or so people. The class of 1960 is also looking to pose a challenge to adjacent year classes to raise funds.

A special mailing is in the works to be sent out to raise funds for the general fund. It will be sent to a subset of the recent proven donors numbering about 700.

### Finance Committee

*Treasurer's Report:* As of the end of November, checking account balance is \$40,156. Investors Choice Savings is \$203,728. Total on deposit is \$243,884. Designated money totals \$207,752 with \$107,198 for Save the Tiger. Available Funds total is \$36,132. Treasurer's report attached.

The endowment cash fund was reduced by \$10,000 because we bought more of the bond fund we already own. In the Finberg account, \$50,000 more was added to the equity funds in the Finberg account, with \$40,000 going to 4 of the funds we now own. \$5,000 was placed into an international equity fund. \$5,000 was also put in a large capital growth fund.

Mr. Hemstreet requested board support in the investment choices. Mr. Schanke moved the board approve the choices. Carried.

Budget Committee Report: Mr. Hemstreet presented a draft budget, with monthly expenses constructed by Mr. Hemstreet and Mr. Lindquist. A second meeting will be held to refine.

### Grants and Scholarships Committee

South High All Nations program: Mr. Kingbird requested \$6,593 to cover half their budget. The Committee recommended the Board fund the request. Carried.

There will be a scholarship committee on Dec 20. There have been 2 contacts from a 1942 graduate who has interest in funding a scholarship in the range of \$1,000/year.

### Communications Committee

*Publicity Subcommittee:* December newsletter mailed successfully to nearly about 12,000 subscribers with 3 articles on the new web site, the new auditorium and the athletic field campaign.

Mr Schanke will check with the online retailer we previously contacted to look into setting up the purchasing program for Foundation apparel and provide the information to construct a web page on our site to direct people for online purchases.

### Membership Committee

Mr. Lakoduk and his committee has a 3<sup>rd</sup> draft of a brochure.

### Database and website

New database is installed on the Foundation server and accessible remotely. A tutorial session to perform data entry for correction of addresses and addition of new constituents held Mon eve Dec 10. Additional minor programming corrections to allow donations history fields to be visible on the web will be done while current data is updated. It was determined that a ruling on membership nomenclature for donation categorization is needed from the Board to be able to set the database fields.

Mr. Fazio requested clarification on the membership categorization. Mr. Lakoduk listed the contribution levels and names, which the Board accepted.

The committee will meet next Tuesday and work further on the draft and on recommendations for membership categories and defining membership and bring that back to the Board in January.

### Administrative Assistant ad hoc Committee Report

Mr. Fazio and Koch met on Nov 27 and drafted a proposal for the board that is attached to these minutes. Mr. Benson suggested the Board review it so we can have an extensive discussion on it in January.

### Athletic Field Campaign Plan

Mr. Bloom distributed maps and diagrams showing the proposed location of the buildings in the SE corner of the field. Ellen Lukin, District contracted Architect, put together some schemes for consideration. Two schemes were shown in the diagrams and Mr. Bloom summarized features and estimated costs based on these concept drawings.

### **Adjourn**

Motion by Steve Lindquist to adjourn. Carried. The meeting adjourned at 8:55 pm.

## **Fundraising Committee Report:**

General Fundraising -- Special fundraising letter was delivered to the mailer yesterday. Should be out shortly. I fully expect that the amounts raised in response to this letter will be less than prior years due to the athletic field fundraising efforts and I think the Foundation should be prepared for that. We will probably hold off until January to continue our planning meetings since the athletic field fundraising project has been taking a significant amount of time.

Athletic Field -- Meeting on Thursday night to discuss fundraising efforts. If we are going to meet our fundraising goals for the athletic field, this needs to be a full Foundation effort. I encourage all to attend. The meeting will be in the South High Media Center at 6:30.

There has been a solid response from parents who want to be involved. Zee sent out an e-mail to parents last week asking for volunteers. I have at least 5-6 people who I have talked to who are committed to help. Only a couple of those can make the meeting on Thursday, but people are interested.

I am going to work with Zee to get some type of letter out to parents. She included a small blurb about our fundraiser in her e-mail newsletter, but she thinks a letter would be more effective. I am working with her on the details.

I would like the Foundation Board and Members to brainstorm names of individuals who have the potential to make large contributions toward our athletic field fundraising drive. The next step in our efforts, and the only way we will meet our goal in my opinion, is to identify potential large donors and make personal contact with those people. Don Swanson has some good leads on potential large donations, but we need to pursue many leads if we want to reach our goal. Please communicate the list of names to me.

## Treasurers Report for Dec. 11, 2007

### Checking Account:

|                        |               |          |  |
|------------------------|---------------|----------|--|
| October ending balance | \$45,954      |          |  |
| November income        | <u>33,067</u> |          |  |
| Total November         | \$79,021      | \$79,021 |  |

### November outgo:

|                         |               |                  |  |
|-------------------------|---------------|------------------|--|
| Checks paid November    | \$9,291       |                  |  |
| Checks outstanding      | <u>29,574</u> |                  |  |
| Total outgo             | \$38,865      | <u>-\$38,865</u> |  |
| November ending balance |               | \$40,156         |  |

### Investors Choice account:

|                         |            |                  |           |
|-------------------------|------------|------------------|-----------|
| October ending balance  | \$203,153  |                  |           |
| November dividend       | <u>575</u> |                  |           |
| November ending balance | \$203,728  | <u>\$203,728</u> |           |
| Total funds on deposit  |            | \$243,884        | \$243,884 |

### Designated Funds:

|                               |               |                  |  |
|-------------------------------|---------------|------------------|--|
| Due Endowment Fund            | \$19,574      |                  |  |
| Save the Tiger                | 107,198       |                  |  |
| Computer update               | 2,210         |                  |  |
| 9 <sup>th</sup> grade coaches | 4,000         |                  |  |
| Scholarships                  | 17,825        |                  |  |
| Entrepreneur fund             | 16,000        |                  |  |
| Beth Anderson Fund            | 10,460        |                  |  |
| Girls swim team               | 1,370         |                  |  |
| S.H. Comm. Band               | 1,250         |                  |  |
| Athletic Field Fund           | <u>27,865</u> |                  |  |
| Total designated funds        | \$207,752     | <u>\$207,752</u> |  |
| Total funds available         |               | \$36,132         |  |

**Proposal for an Administrative Assistant  
for the  
South High Foundation**

December 11, 2007

Primary tasks:

1. Office administration: mail, phones, filing, correspondence, meeting prep.
2. Board and committee support: provide organizational and clerical assistance; logistical support for meetings and operations.
3. Database administration: Manage and update members/contributors database, produce mass mailings, produce reports in a variety of formats, coordinate volunteers for data entry, work with developer for functional improvements.
4. Web content administration: Assemble and transmit content updates and expansion to web developers as needed. Keep all content up to date.
5. Mailing list maintenance: update and maintain using electronic mailing list administrative tools.
6. Coordinate production and delivery of Foundation newsletters.

Essential and preferred skills:

1. General office and organizational skills [essential]
2. Highly organized and able to anticipate and prepare for the needs of the Board, its meetings, committees and membership. [essential]
3. Good written and verbal communications skills. [essential] [above average preferred]
4. Above average computer literacy in areas of document production, email, web content. [essential] [preferred Mac OS X]
5. Proficient in producing computer documents and spreadsheets with MS Word and Excel. [essential]
6. Familiarity with database usage and report generation. [proficiency preferred]
7. Familiarity with producing and editing web content text and images (non-programming) [preferred].
8. Familiarity with electronic mailing lists and their administration. [preferred]

Proposed:

1. That the Board agree to fund an administrative assistant position, to be set as an independent contractor (pending legal review), for up to 20 hours/week, 50 weeks/year at a rate in the range of \$20/hour (Estimated annual cost \$20,000).
2. That the Board inaugurate a search with the goal of having a person in place by February 4, 2008. (Estimated cost FY2008: \$8,500).

Submitted by:

Ad Hoc Committee on Administrative Support: Elmer Koch, Dennis Fazio