



VHS EDUCATION FOUNDATION INVESTING IN OUR FUTURE TOGETHER

Meeting Minutes
March 17, 2015, 7:00 pm to 8:25 pm

ATTENDEES	
Board Members	Chris Sickels, Mike Walsh, Jim Helriegel, Jill Fuerst, Cheryl Drzewoszewski
Other Members	Jen Desch, John Scott
VHS Administration	None

1. TREASURERS REPORT

- See attached Treasurer's Report presented for approval. Motion by Chris, seconded by Mike to accept the Treasurer's report.
 - Ayes – 5
 - Nays – 0
- Discussed need for additional support for Treasurer activities being performed solely by Kay. Jen offered to help with Treasurer duties; Jim, as Assistant Treasurer, is also a resource. Jen will contact Kay directly.
- Discussed need for more timely documentation of meeting minutes to support Treasurer actions. Final minutes and Treasurers Report to be posted to VHSEF website. Cheryl will coordinate completion of minutes and contact Pattie for assistance with posting.

2. ZOMBIE 5K 2015

- Discussed several changes/improvements to event per the January 28th meeting – see separate meeting notes.
- Mike will ask Jill O'Brien to schedule the next Zombie 5K Committee meeting sometime between spring break (4/6-8/15) and the Teacher Appreciation Event (5/5/15). Zombie 5K Committee should solidify message to be delivered to teachers regarding their support, encouragement and/or participation of the Zombie 5K. See *VHSEF Teacher Appreciation* below.
- Cheryl to get the Zombie 5K registration web site up and running a.s.a.p.

3. SCHOOL "WISH LIST" AND GRANT REQUESTS

- No new requests
- Mike has had very preliminary discussions with VHS regarding auditorium lighting; however, this may be part of the school budget. If not, a specific event (e.g. musical show) may be organized from which proceeds can be used for the lighting.
- Chris to contact Ron Peterson regarding the low volume of Wish List and Grant Requests.
- Jim suggested a possible Teacher of the Year award program, where VHSEF organizes nominations/winners and monetary prize is donated towards that Teachers classroom or club.

4. COMMITTEE REPORTS

a. Fundraising Committee (M. Walsh)

- Bourbon Street Blues Festival – Mike advised the VHSEF has an opportunity to earn 5% of the net profits from this year's festival by providing volunteers to staff the front gate (four gate tables, 2 people per table, from 11 am to approx. 7 pm, which can be broken up into shifts).
 - Mike, Jen and Cheryl volunteered to work at the festival on May 16th.
 - John will be issuing a communication to the VHSEF membership; will include a request for additional volunteers.
 - Chris offered his volunteer to maintain Blues Festival sign-up sheet (use Sign Up Genius?).

b. Programming Committee (C. Sickels)

- Nothing new to report.

c. Administration Committee (J. Scott)

- John to update member listing and share with meeting participants. Goal will be to call members and seek assistance in filling key needs including:
 - PR/Communications Director
 - Web Site Developer

- Board Advisors, Benefactors
- Volunteer pool
- New membership
- John to coordinate documenting of various processes followed by VHSEF Board and Committee members for the purpose of succession planning.

5. OTHER BUSINESS

● **Media Center**

- Initial payment made to architect (BFI). Chris to follow up with BFI for more detailed costing of each aspect of the project; information to be used for identifying local craftsmen talent available to assist with Media Center installation work (i.e. VHS custodians, parent/local volunteers, to assist with sheetrock, electrical work, flooring, etc.).
- Need appointees from Ron (teacher and student representation) to form a Media Center Committee and work with VHSEF on planning/decisions for center.
- Two color schemes designed by BFI – possibly organize voting by teachers and students to select winning color scheme.
- Cheryl to draft write up on how the Media Center will benefit students; Chris to share 'brainstorming notes' from prior meeting with BFI. Draft to be shared with Media Center Committee for review and comment; final to be used in PR/communications regarding Media Center and fundraising.

● **Donation Tree**

- Mike advised the sculpture has been ordered; verbiage being evaluated; mural work needs to be finalized.

● **New Members**

- See *Administration Committee* above.

● **VHSEF Teacher Appreciation**

- Will be a luncheon scheduled for Friday, May 5th (coincides with Teacher Appreciation Week).
- Jill Fuerst and Pattie Christie to organize; Chris available to attend and speak on behalf of the VHSEF.
- Cheryl will send email to members asking for additional volunteers (Kay, Jen and Cheryl volunteered to assist at event).
- Use this event as an opportunity to promote VHSEF efforts:
 - Teacher support, coordination of teams (by grade, club, sport, etc.) and/or participation of the Zombie 5K.
 - Encourage submission of Wish List and Grant Requests
 - Media Center development, fundraising
- Need to have hand-outs, sign-up sheets, renderings, etc. ready for luncheon.
- Motion from Jill, seconded by Mike, to increase spending on appreciation luncheon to \$750 (previously \$500). Extra costs expected to be covered by private donation.
 - Ayes – 5
 - Nays – 0

Respectfully submitted,

Cheryl A. Drzewoszewski
Assistant Secretary