



WEF Meeting Minutes

Tuesday, May 17, 2016

Co-Presidents Elizabeth Russell & Jen Theriault welcomed the team & the meeting started at 7:05pm.

Secretary's Report: (VY) In VY absence DB kindly took the notes and VY later distributed to team; minutes were approved but noted attendance to be added if possible.

Treasurer's Report: (ML) ML absent, ER passed on comments from ML - we need to think of ways to offset loss of 24 Ultra Race donation for next year (around \$7k), will need good STARS run, \$1k flyer from WMGLD noted.

Celebration of Learning feedback (all): SW was absent but forwarded her great appreciation for being the recipient of the 2016 Skulley Award. Feedback from the WEF team regarding this year's COL was overall very positive but noted some suggestions to further improve traffic, reduce any confusion (including more clearly defined volunteer roles), and increase WEF and Wakefield Interfaith Pantry donations. Feedback included (in order that they were proposed):

- there were not much leftovers so estimation was very good (no leftover cake), more than enough water (4 cases left – we will try to donate to 7th grade trip) perhaps smaller water bottles next time for less waste
- suggested trafficking where people go instead of allowing them to linger in café, example taking kids to seat
- more communication regarding specific volunteer roles
- suggestion of a representative for each school at a table in café
- suggestion to eliminate café in seating sequence and just directly seat via WEF escort into the auditorium
- alphabetic name tag arrangement on table
- person to stay in hallway for late comers
- communicate to presenters that full group called at once on to stage then named alphabetically
- seat staff and volunteers together
- speech length much better than in past; timing was great overall for entire night of events
- reserved row for town officials
- we were low on donations to WEF – better communication of what is expected of this volunteer & provide a box for \$ & change; maybe mention at end to feel free to visit magnet table to show your support; perhaps collect donations by cake where there is most traffic
- we were low on food donations as well – a few Facebook/Twitter reminders next year for pantry donations; (this year collected 25 cereal boxes, 1 cake mix, 2 soup cans, 1 pancake mix, 1 instant rice package).

STARS update: (BT) Aim to get certificates out to awardees by June 21st, we missed teacher appreciation week, June 6 information should be available to all schools, & June 10 is deadline to get STARS nominations in; BT will email out for volunteers and to communicate/coordinate deliveries; suggested attaching STARS form to email out to parents, reaching high school students through Facebook, and getting information into newsletters distributed by PTO.

Calendar initiative: (JT) Intern completed survey but may be late to send out for this year; artwork done just need dates; fresh new look and design thanks to Kathleen Johnson; back page more about WEF; decided not to do presales; talked

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about selling of calendars at library, restaurants, Farmland, ice cream shops, farmers market, and Aug. 20th Italian Festival.

Grant process: (CG) Will begin spreading word in June to think over summer, emailed principal of Doyle to increase their involvement, post Grant process on website, keep WEF \$ at work to show what type of grants were awarded, other ideas proposed to get word out included leaving flyers in teacher's room.

Publicity Update: (CB) Going well with Wakefield Daily Item posting timely.

Website Update: (EC) Latest additions are COL photos.

Facebook/Twitter: (KH/CG) Both KH & CG absent, team noted Facebook postings have been timely & effective; team suggested sharing posts on Wakefield Moms and Wakefield Community Group to reach wider.

Wakefield Chamber of Commerce: (ER) Chamber puts together a welcome pack for new Wakefield residents and businesses should try to get WEF material in the pack; proposed having WEF Chamber liaisons; should put Chamber on our website and get on theirs.

Cummings Foundation Grant: (ER) Grant decision will be May 25.

Fundraising: (ER/JT) Ideas were discussed/proposed including an adult spelling bee – a committee to be developed to organize, perhaps at Elks; 50/50 raffle at spelling bee; donation box at Moving On.

WEF Nominations (2016-2017) (ER/JT) Please let ER/JT know if you are interested or want to nominate a member.

June dinner meeting (ER/JT) End-of-year dinner will be Tuesday, June 14th at Laurie's .

Run for All Ages Update: (VY) Race date - Saturday, November 5, 2016; will be meeting with NE65+ over the summer; first meeting will be June 4 @ 11am if anyone would like to attend; VY will seek volunteers in the Fall to bake (need

*Established in 1989 to support public education in Wakefield, WEF is a 501 (c) (3) non-profit organization
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enough for 500) and at least 6 bodies (3 at WEF table, 3 at race water stop – kids help is welcome!); an email will be sent out to start gathering volunteers.

Other business: (ER) passed around watershed volunteer sign-up, will email around as well and follow-up with volunteers (June 31/July 1 watershed dates).

Attendees:

- Elizabeth Russell
- Gayle Wettach
- Violeta Yu
- Jen Theriault
- Sandra Blois
- Doreen Bentubo
- Bernadette Thompson
- Erin Colliton
- Linda McManama
- Wendy Leone
- Colleen Guida – missing signature from attendee list but have CB notes(?)
- Chris Boulter