


Board of Directors Meeting

 <p>Rochester Public School Foundation</p>	Date: March 13, 2013	Location John Marshall High School Rochester, MN Rocket Room
	Members Present (BOLD indicates present)	
Svaar Vinje	Julie Workman	Phillipa Hartley
Regina Seabrook	Mark Schleusner	Melissa Amundsen
Jenny Hegland	Grace Vriezen (Century)	Danielle Nikolai
Tim Woessner	Samantha Francis (Mayo)	Dan O'Neil
Scott Mahle	Roya Bashier (J. Marshall)	Mark Kuisle
Amanda Mallinger-Reinartz	Patricia Defrang	Becky Montpetit
Jim Thompson		

Call to Order

President Mark Schleusner called the meeting to order at 7:03pm.

Introductions

- Welcome to visitor Jess Ihrke.

Review of February Meeting Minutes – Danielle Nikolai

The February meeting minutes were reviewed.

Note that Minutes are posted on the website – password protected.

Motion to accept the minutes as written; Mark Kuisle. Seconded; Jenny Hegland. Motion approved.

Review and approval of February Financials – Scott Mahle

<http://www.rpsf.org> --> Site Map --> File Cabinet --> Financial Statements -->

- Reviewed February financials
- Current checking account balance is \$17,985.42
- \$448.00 paid in taxes
- Slightly higher balance in checking than this time last year
- Currently no money in Chance fund
- Discussion: when should money be taken out of permanently restricted funds such as Goodyear Fund
- Committee at Bamber Valley who was awarded the RPSF Grant has been re-invigorated and will move forward with their project utilizing the money RPSF Granted to them in the near future.
- DGA renewal has been completed.
- Motion to accept February financials; Phillipa Hartley. Seconded; Jim Thompson. Motion Approved.

Nomination Committee Update - Mark Schleusner

- Resignation of Svaar Vinje due to being over committed. Motion to accept nomination; Melissa Amundsen. Seconded; Jenny Hegland. Motion passes.

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- Rob Scripture application for RPSF Board presented by Phillipa Hartley. He has been a Physical Education teacher and is now the Principal at Washington Elementary School. He would be able to begin his term in June. Nomination to accept Rob Scripture to RPSF board, filling Phillipa Hartley's seat (B5) which will open up in June; Danielle Nikolai. Second; Mark Kuisle. Motion Passes.
- Samantha Elena Cattaneo will be applying for Mayo Student Representative position

Grant Committee update - Jenny Hegland / Becky Montpetit

- MAD grants
 - Deadline to use money has been added to grant correspondence.
 - No new MAD grant requests
 - New district communications coordinator can get info about MAD grants out

Annual Newsletter update – Amanda Mallinger-Reinartz

- Mission statement needs to be updated
- Pie chart should be updated to use same one as strategy team
- Will be sent to recent donors, volunteers, grant committee members and posted on website

Thank you notes will be sent when over \$200.00 by Accountant and others sent will be taken over by Jim.

Haunted Hallways update - Dani Nikolai/ Patti Defrang

- Next meeting will be at 7:00pm on March 20 at Northrup Room 112
- Kick-off meeting went well, a number of new team members have joined the Haunted Hallways Planning team
- Haunted Hallways 2013 will be held at a new location

Strategic Planning Update – Phillipa Hartley

- New mission has been adopted: The Rochester Public School Foundation is a nonprofit community foundation that connects the community and our schools to advance and inspire educational opportunities for all students.
- History, SWAT Analysis, Goals and Action Plan were completed by committee, outlined in strategy deck presented at meeting, and will be posted on RPSF website.
- Recommendation to create new (unrestricted) funds in the area of STEM and Global Competitiveness Fund
 - These funds will help us market to donors and get new donations
 - These funds will also help us apply for grants that have requirements in these areas
- Looking at goals for income coming in and saving money we will aim to solicit 20-40 thousand additional dollars per year earmarked for savings

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- Board decided to go forward with strategic plan as presented and to align our funds with our granting priorities. In addition, aim to increase our funding priorities to work toward a self-sustaining organization. Motion to adopt strategic plans goals as stated here, Melissa Amundsen. Seconded; Patti DeFrang. Motion passes.

e-Voting - Mark Schleusner / Tim Woessnar

- The following is the e-voting amendment that has been implemented:

Board Policy for E-mail Motion, Discussion and Voting Procedures

1. E-mail votes are appropriate when the items in question are not controversial and do not require extensive background and explanation. If the Chair, in consultation with the Board, believes that the item might require extensive discussion, she/he will defer voting until the next meeting. If any Board member wishes to request that voting on a particular issue be at a regular meeting and not via e-mail, they should inform the Chair.
2. Preliminary discussion of the issue can precede a motion. The information should be circulated to all Board members via e-mail.
3. A motion can be made and seconded and then discussion can follow. The motion should be worded as a motion. Information related to the motion should be distributed with the motion via e-mail.
4. All recipients should confirm receipt by return e-mail to all of the other Board members, or if agreed to by the Board, to the Chair of the Board.
5. The motion should be seconded via e-mail prior to any votes being cast.
6. Comments circulated should be clearly marked in a manner defined in advance by the Chair. This ensures that Board members will clearly understand which messages have been submitted as discussion of the issue under consideration.
7. The Chair shall determine when the discussion should conclude, and shall set the period during which votes must be cast. All Board members should confirm by return e-mail that they understand the motion under consideration, and they are aware of the voting time period.
8. Prior to the final vote, the Chair will restate the motion, including any friendly amendments, and send a message to everyone asking that votes now be cast. The time for allowing voting should be stated as well. Each person should respond as follows (example format):

"MOTION on xxxx." YES/NO/ABSTAIN

9. Amendments to the original motion should be handled by the Chair during the discussion and the same protocol used to make them part of the final action to be taken.
10. An Executive Board member will be nominated to make and keep a record of the discussion and will count the ballots. Motion passes once a quorum of yes votes have been received, it is not necessary to receive a response from all board members; it is advised that board members should

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be checking e-mail every 24 hours if they wish to have the right to vote on these emergency situations.

11. All votes completed by e-mail will be reported at the next meeting of the Board and recorded in the minutes of that meeting.

Election of Officers – Mark Schleusner

The following are nominated for each of the noted Officer Positions:

- Scott Mahle - President
- Patti Defrang - Vice President / President elect
- Phil Hartley - Vice President (development) until June
- Dani Nikolai - Treasurer
- Becky Montpetit – Secretary

Motion to accept; Mark Schleusner. Seconded by Amanda Mallinger-Reinartz. Motion Passes.

Thanks to departing board members: Amanda Mallinger-Reinartz and Samantha Francis

Motion to adjourn; 9:30 pm.

Submitted by Danielle Nikolai.