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*Wednesday, September 13, 2017  
Century High School Media Center  
Board of Directors Regular Meeting*

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**Board Members (Those in bold in attendance):** **Melissa Amundsen, Kari Schroeder, Chad Campbell,** Jim Thompson, Terri Derouin, **Kim Keilholtz,** Cheryl Moertel, **Kelly Crawford, Ginny Amundson, Jackie Tester,** School Board Representative – Mark Schleusner, and Student Representatives: **Sophie Sargent (CHS), Youser Yousof (MHS),** Alia Hezeli (JMHS); **Scott Mahle** (guest)

President Melissa Amundsen called the meeting to order at 6:47 pm. Note – Youser attended the meeting electronically.

#### **Approval of minutes**

Kari moved to approve the minutes and Kelly seconded the motion. Motion approved. Ginny passed out a To Do list generated from items listed in the minutes as needing to be completed. She will send this list to board members – let her know when items are complete and can be removed.

#### **Treasurer Report**

Chad reviewed the financial statement for the month. The only expense was \$330 for insurance for Boo Fest. Our total in checking/savings is \$6,567.92 and our total assets are \$127,744.83.

An REA member does not wish to pay dues to the REA but asked the REA to find an organization to donate the amount of the dues to. The REA contacted us and it was decided that the donation would go into the Ladin Fund. The dues are \$1412 per 2 years; either \$706 or \$1412 (it was unclear which amount) would be donated to the Ladin Fund every year this person is employed by Rochester School District.

#### **BooFest 2017**

Kim shared the Boo Fest flyer; this flyer will need to be approved by the School District and then it will be posted in schools and distributed via PeachJar. Some flyers are posted in the community, but more need to be posted. So far, one business has donated \$50 to sponsor a booth. We have some entertainment, but need a person to oversee this area. It has been decided that raffle tickets will be sold for \$1 each. We would like more games that RPSF sponsors. Scott volunteered to be the contact for interviews, and for questions from local papers and radio stations. Jim and Mark are the webmasters.

#### **Annual Appeal**

Kim shared some cost estimates for mailing an appeal for donations. It was decided that an appeal letter will be mailed the end of the 1<sup>st</sup> quarter. **We need to ensure that we are registered to solicit charitable donations.** The first few times we send letters it may cost more to mail them than we receive because we have a large list, though the list is made up of people who have donated in the past. After that, we will mail only to those who donated in this appeal.

**Payroll Deduction** Kim and Jim developed a process to have employees donate to us through a payroll deduction, but it was very complicated. Kim looked into having employees choose RPSF as the recipient of their United Way donation. She recommended that a half-sheet letter be sent to staff explaining this process – that they would write in RPSF as the recipient. We would receive 94% of all donations made in this way. **Scott and Kelly will get the copies of this letter to all staff.** Ginny moved that up to \$500 be allocated to print half-sheet letters to staff explaining employee deduction through United Way to RPSF; Kim seconded the motion and it passed with Chad recusing himself from voting.

**Barnes and Noble Book Fair**

Kim and Kari are working on having a table at Barnes & Noble on Saturday, December 2 (Educator's Day) with information about RPSF. We will get a percentage of sales that day that are designated to us, plus online sales that week that use a voucher number. We will probably not make much money, but this is a good PR opportunity which we should advertise via social media. Chad moved and Kelly seconded to authorize Kim to sign a contract with Barnes & Noble; motion passed.

**Grants**

The grant committee decided to change the rubric for deciding who receives grants. Groups will receive or lose points based on how well they align with our mission, the number of students impacted, and whether it's ongoing or a one-time event.

**Committees** Committees need to set dates to meet. **Melissa will send information about committees to board members who haven't selected their committee assignments yet.**

**Upcoming meetings** The next meeting is Wednesday, October 11, 2017, 6:30 pm Century Library/Media Center.

The meeting was adjourned at 8:09 pm.

Respectfully submitted,

Ginny Amundson, secretary