


Board of Directors Meeting

 <p>Rochester Public School Foundation</p>	Date: September 12, 2012	Location John Marshall High School 1510 14th Street NW Rocket Center	
	Members Present (BOLD indicates present)		
	Svaar Vinje	Karen Mathison	Phillipa Hartley
	Becky Gerdes	Mark Schleusner	Melissa Amundsen
	Jenny Hegland	Grace Vriese (Century)	Danielle Nikolai
	Tim Woessnar	Samantha Francis (Mayo)	Dan O'Neil
	Scott Mahle	Roya Bashier (J. Marshall)	Leon Clark
	Amanda Mallinger-Reinartz	Patricia Defrang	Becky Montpetit
	Gabe Koepp		

Call to Order

President Mark Schleusner called the meeting to order at 7:04pm.

Welcome to new member, Gabe Koepp. He has lived in Rochester 7 years, has a kindergartener at Folwell, as well as a 3year old and a 1 year old, and is employed as Research Program Coordinator at Mayo Clinic.

Review of August Meeting Minutes – Danielle Nikolai

The August meeting minutes were reviewed.

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

Motion to accept minutes; Karen Mathison. Seconded; Becky Gerdes. Motion approved.

Review and approval of August Financials – Scott Mahle

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

- Reviewed August financials.
- Quarterly reports have still been slow to come -- June was not received until August. Action Item: Karen Mathison will meet with them this week and ask for statements in a timely manner.
- Haunted Hallways moneys are starting to come in.
- Stanich Fund was started from a donation in Mr. Stanich's name and is unrestricted.
- Geitzenauer fund is missing from financial report. Action Item: Scot Mahle will follow up and correct this.
- Note that donations are down due to online donation acceptance rather than hard mail solicitation as noted from administrators and directors of Rochester Public Schools that were questioned on this. Discussion:
 - Many teachers and staff would give if they get envelopes in the mail.
 - Communications coordinator of the district could send out a solicitation to the school employees including public school logo.
 - Action item: Becky will work with Jennifer Ponzac to send out solicitation to Rochester Public School Employees.
- Motion to accept August financials; Karen Mathison. Seconded; Phillipa Hartley. Motion Approved.

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Nominations – Becky Gerdes.

- Dr. James Thompson is a Biochemical Physicist at Mayo Clinic and has a strong volunteer background in Rochester Schools including PTA's, VIE, and district wide volunteering events such as science fair.
- Ms. Regina Seabrook is an educator with expertise in diversity and inclusiveness. She is currently the Student Engagement Coordinator with Rochester Public Schools and has worked with other districts as well. She is currently looking into extended education and may have some time conflicts based on this.
- Only one open spot at this time however one more may become available soon.
- Motion to approve Dr. James Thompson; Becky Gerdes. Seconded; Phillipa Hartley. Motion Passes.
- Action Item: Melissa Amundsen will follow up with Ms. Regina Seabrook that her application is tabled for a month and will be revisited in October.

Haunted Hallways update –Phillipa Hartley.

- 21 school groups involved,
- Ten \$150.00 business sponsor checks in with 10-12 additional business sponsors committed at the \$150 amount. \$500 donation from Everything Hobby and \$1500 from the Loop (needs receipt). Action Item: Scott to send out receipt.
- Down town businesses will continue to be contacted to be trick or treat spots but 11 signed up currently. Halloween Express is donating supplies, one large prop, and pumpkins for carving in the Plaza (purchased by Halloween Express from a non-profit that fights against hunger and donated to us), and will sell Haunted Hallways tickets again.
- Radio stations all in for advertising the same as last year.
- CW is sponsoring party in the plaza with giveaways, Margo Mattson hosting, Vampire Diaries theme, 4-6pm will be a DJ, High 5 Entertainment, and 6-10pm will be the band, Push and Turn. There will be a costume contest at 9pm, the schools who win the favorite spot in each hall will be announced at 10pm, and pumpkin carving contest winners will be announced at 6pm. Everything Hobby will do pumpkin chucking (orange painted marshmallows), RDA is waiving their 10% fee so the 10% from all vendors will be donated directly to Haunted Hallways, Kahler will provide drinks and include fun Halloween drinks for the kids, The Loop will be doing food.
- Volunteer sign up is live and run through United Way. Links from Haunted Hallways site and United Way direct volunteers how to sign up on line.
- Rochester Woman's Magazine printed Haunted Hallways article in last issue and Rochester Magazine will come out with an article soon.
- Haunted Hallways insurance paid
- Each board member should try to get at least 3 people to be a Friend of Freight; by donating at least \$50.00 they will be listed on sign at Haunted Hallways as a Friend of Freight.
- Total Image will sell spiking hair.

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- Smart Home innovations will do two TV's this year instead of one they will be by entrances to Hall of Haunts and Hall of Horrors.
- Next Haunted Hallways meeting will meet downtown for Haunted Hallways tour for our board, therefor, all board members are encouraged to come even if they are not on the Haunted Hallways Core Team Committee.

Meeting with Mark Kuisle - Phil / Mark

- Mark Kuisle is the Athletic director of Century. He is looking to form a foundation and Mr. Munoz suggested we meet, based on this Mark Schleusner and Phillipa Hartely had an information gathering meeting with him.
- He has identified donors wanting to bring cost for athletics down to nothing for Rochester Public School Students as well as supplement the cost for fine arts. Discussion that they may fit within our organization as a subcommittee that would search out donations and grant monies from a designated fund. May need to expand granting process and look at athletic programs. Their overall goals seem to be in line with our long term strategic goals.
- Next steps: Need to view presentation from Mark Kuisle on what Rochester Athletic and Education Foundation background is so we can see what their vision is and how it fits with us. More meetings with Mark Kuisle to discuss possibilities, discussion and votes of our board and if passes then present the idea to the school board
- Motion that Mark Schleusner and Phillipa Hartley continue to explore the conversation with Mark Kuisle and have him present at October meeting for a question and answer session to see if his plan matches with our organizational goals; Karen Mathison. Seconded; Amanda Mallinger-Reinartz. Motion Passes.
- Question to be explored: are other athletic directors on board?

Grant Committee update – Jenny Hegland

- MAD Request Grant – Given one time per academic year per person for \$100.00 each. Current Request: Gaven My from Century STEM society wants to purchase t-shirts for Gateway Science Fair for his group. Motion to approve; Becky Gerdes. Second; Dani Nikolai. Motion Approved.
- Fall Grant deadline: Schools have a November 1 deadline for submission of grant requests. Committee would like to bring grants forward to the board in November but Nov 14 meeting leaves only 2 week turnaround time, therefore, board will call a special session for grant committee discussion on Nov 28 at 7pm. Becky Montpetit will co-chair the grant committee

Proposal for a grant request from United Way – Mark Schleusner

- United way has teamed with school district to bring students who have dropped out back to school. They are requesting \$1500.00 to support the event with IT support, and advertising to get volunteers. This would be advertising for the foundation. Motion that

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we offer to provide volunteers rather than monetary donation for the event. Individuals available to volunteer include Phillipa Hartley, Amanda Mallinger-Reinartz, Mark Schleusner, Dani Nikolai, Melissa Amundsen, Scott Mahle, and possibly Patti Defrang.

Electronic Voting – Tim Woessner

Tim Woessner proposes the following 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. The Secretary of the Board will make and keep a record of the discussion and will count the ballots. The Secretary will follow up with those not recording a vote for the record and report the outcome to the full Board.
11. All votes completed by e-mail will be reconfirmed at the next meeting of the Board and recorded in the minutes of that meeting.

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- Motion to discuss this electronically as a trial for the procedure and then follow up with a vote at the October Meeting; Tim Woessnar. Seconded; Phillipa Hartley. Motion Passes.

October Meeting – Mark Schleusner

- Keep to a bare minimum on agenda items due to Haunted Hallways

Round table

- Annual advertising budget should be set – Action Item; Mark Schleusner will add to agenda at a future meeting.
- December meeting will be at Patti Defrang’s House.
- Scott Mahle needs to retire from treasurer as of April and we will need to identify a new treasurer.
- Donna Wilconson is the one to see if all funds from last year’s grants were used or should be returned.
- Becky Gerdes is looking for President elect that will collaborate and train in on the position.

Strategic Planning continuation – All

- needs to be done via e-mail

The meeting was adjourned at 8:41pm.

Submitted by Danielle Nikolai