



## Minutes

**Tuesday, February 28, 2017**

**7:00 pm**

### **Galvin School Learning Commons**

**Welcome & Introductions - ER** – welcomed the team

#### **Officer Reports:**

**Secretary Report –VY-** the January Meeting Minutes was approved

**Treasurer Report – ML** – noted a couple of addresses need updating because of returned mail (such as Mel & Sons Oil Sales; ML to follow-up with ER)

**Chocolate Roses - SW, DB** – more chocolate rose money to be collected; only 16 unopen rose boxes left (team proposed that this could be Spelling Bee raffle item); based on current estimation ~\$8k in sales this year (\$9800 sales & \$4100 profit last year)

**Spelling Bee Fundraiser, March 3rd – JT** – sold out (16 tables so far), \$900 spent to set-up, & \$3100 profit estimate (not including raffles); SW asked about obtaining an iPhone square to process credit card payments (if there is time AB/ML/JT to find out including how to link to WEF account); sign-up sheet passed around; may do set-up & run through Thursday night if anyone would like to help; & y Bray will provide technical help; there will be free popcorn, cash bar, & bring your own food; 7 raffle items include a 50/50, scratch ticket basket made by DB, \$200 Capital Grill gift card; signs, table décor, & winner/loser prizes were shown; all in attendance noted pride & amazement for how much the team has accomplished, & with so much creativity, so quickly

**Sweat Fixx Fitness fundraiser, March 24<sup>th</sup> - Amy L** – WEF to promote the event through web & social media; located near Melatharb, classes will take place (Friday) with donations going to WEF, a picture capturing Sweat Fixx donation will be taken for the Daily Item, participants are to sign up through website week in advance, CG asked if a minimum donation should be suggested & whether users could earn points

**Celebration of Learning April 4<sup>th</sup> - SW** – COL volunteers meeting will take place at Brother's on Saturday, March 18 at 9:30am; looking to finalize volunteer list, seating plan, special awards (such as honoring local businesses with student partnerships), & other details

**WMLD flier - Amy M** – will need 12k fliers, 8 1/2 by 11 tri-folded; estimate cost \$470 for WMLD to do print, fold & delivery (other quotes were higher); October will be target date; flier will be updated from 2013 with new logo, everything on 1 page, less wordy, & include website option for donations

## Wakefield Educational Foundation

PO Box 1752

Wakefield, MA 01880

[www.wakefieldeducationalfoundation.org](http://www.wakefieldeducationalfoundation.org)

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**Grant Process, Friends of Lake Quannapowitt meeting - CG, ER** – so far pictures have been going in timely & no extra help needed

**STARS - SW, Amy M** – 1000new certificates, & fixed education to educational, need to change date for May for teachers appreciation week in forms

**Publicity Update – CB** – going well & timely

**Website Update – EC** – COL needs to be updated, add Bee winners when available, STARS updates are done

**Facebook/Twitter Update – KH/CG** – on going

**Calendar - JT** – went over Calendar process, proof reading in summer & a hard copy is preferred by reviewers, team agreed presales are important & will be done (order on-line & print voucher, calendar stock dropped off to schools, voucher used for pick-up); team agreed for discounts for individual multiple orders; may be good idea to sell left over stock from this year with discount at upcoming Parent University

**Art Nights, Calendar art selection - JT** – April 11/12, choosing art is next step in Calendar process

### Attendance

- Violeta Yu
- Amy Miller
- Colleen Guida
- Gayle Wettach
- Linda McManama
- Sue Worden
- Melissa Holmes
- Wendy Leone
- Doreen Bentubo
- Amy Leeman
- Jen Theriault
- Mary Letchford
- Elizabeth Russell
- Nicole Jacob
- Jennifer Moon