

Board of Directors Meeting

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|  <p>Rochester Public School Foundation</p> | Date: February 20, 2013 | Location Century High School Rochester, MN Century Media Center |
| | 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 7:06 pm.

Review of January Meeting Minutes – Danielle Nikolai

The January meeting minutes were reviewed.

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

Correction on Spelling of Mark Kuisle.

Motion to accept the minutes as written with the spelling error adjusted; Jim Thompson. Seconded; Patti Defrang. Motion approved.

Review and approval of January Financials – Scott Mahle

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

- Reviewed January financials
- Current checking account balance is \$21,695.00
- End of the year financials on restricted funds are not in yet
- We have received two additional donations from envelope donation requests. We have received only \$50.00 above costs to print and send. Plan for e-mail follow-up as well as visiting staff meetings to bring donation opportunity to Rochester Public School Staffs attention again.
- Motion to accept January financials; Danielle Nikolai. Seconded; Phillipa Hartley. Motion Approved.
- President Mark Schleusner noted that DGA has annual renewal process that has to be completed each new calendar year. It has been completed for this year but should be noted for incoming President for next year.

Academic Grant Committee Update – Becky Montpetit

- 3 new MAD grant requests.
 - 1 request from Willow Creek has been withdrawn because their PTA has funded the request.
 - Deb Fredrick from Montessori Jump Rope Club is requesting funds for a Double Dutch instruction set

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|-----------------------------------|--|
| Date: February 20, 2012 | Location Century High School Media Center |
|-----------------------------------|--|

- Math intervention program at Franklin is requesting funds for a laminating machine and supplies
- Note: The maximum amount of MAD grants awarded per semester is \$2500. Last semester \$2295 was granted. We are currently funding grants out of the second semester funds.
- Some funds are not being used in a timely fashion. Melissa Amundsen suggests that we add a time limit such as 60-90 days to use the funds with and option to request an extension if needed, otherwise the funds will be made available to award to other grant requests. Action item: Becky Montpetit will add this notation to the communication sent to the grant requesters.
- Action item: Follow up on grants submitted because some funds have not yet been used. Current updates: Golden Hill's project has been delayed due to their physical move to a new location this summer, however, the funds will be used in May. Bamber Valley is re-evaluating their program and will get back to us regarding unused funds.
- Follow-up from January MAD Grant requests: Channel One was contacted and was able to assist the group from Willow Creek who submitted a MAD grant request for funds for snacks for DCD students which we could not fund due to guidelines directing that MAD grants not be for food.
- Motion to approve MAD grant requests; Patti Defrang. Seconded; Becky Montpetit. Motion Passes.

e-Voting Amendment to the By-Laws – Mark Schleusner

- Policy previously outlined by Attorney Tim Woessner and distributed to the board for review.
- Used only for emergencies
- The chair requesting an e-vote can set a time period during which votes need to be cast
- Melissa Amundsen suggests amendment to require a timeline before board response is due
- Board members should be aware that some votes may require as little as 24 hour turn-around time. It is advised that board members should be checking e-mail every 24 hours if they wish to have the right to vote on these emergency situations
- Item 11 will be amended to state “reported at the next meeting”. (strike out “reconfirmed at the next meeting of the Board”)
- Number 10 will be amended to strike “will follow up with those not recording a vote for the record”. Number 10 amended to reflect an executive board member will be designated to keep a record of the discussion and will count the ballots
- All board members need not respond, a quorum is sufficient.
- Action item: Dani Nikolai will make changes to existing e-voting proposal. Send to Tim for legal review. If no legal issues motion to approve policy with changes stated. Melissa Amundsen. Seconded; Patti Defrang. Motion Passes with one opposed; Amanda Mallinger-Reinartz.
- Updated amendment is as follows:

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.

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|-----------------------------------|--|
| Date: February 20, 2012 | Location Century High School Media Center |
|-----------------------------------|--|

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 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.

Strategy Update – Phillipa Hartley

- Working meeting 5:30 Monday after which a draft will be sent out to committee members.
- March 6th follow-up meeting with a goal to have completed document after this meeting.

Web site update – Patti Defrang and Mark Schleusner

- GoDaddy membership has been renewed. GoDaddy provides storage and holds our documents in the cabinets and also includes 10 e-mails with unlimited space.
- \$182.00 cost to renew
- Patti Defrang has purchased and used a tool for creating RPSF website due to the fact that GoDaddy did not have the ability to customize our website. Seeking a board member or other volunteer with skills to update as needed in the future.

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|-----------------------------------|--|
| Date: February 20, 2012 | Location Century High School Media Center |
|-----------------------------------|--|

Haunted Hallways – Dani Nikolai and Patti Defrang

- Kick off Meeting Feb 27 from 7-8:30pm at John Marshall Rocket Center
- All board members are encouraged to participate in some way as this our large yearly fundraiser. Members can lead a subcommittee, assist committee chairs with various jobs, and volunteer during the event. Contact Dani Nikolai or Patti Defrang to sign up for an area you would like to help in.

Open Board Seats – Mark Schleusner

- Samantha Francis’s term will be completed as of next month. Samantha will be graduating and attending college next year and is therefore looking for someone to fill the Mayo student representative position for the next term.
- Scott Mahle’s term is completed as of next month. He has agreed to renew by moving to the C2 position in order to stay on the board for an additional year.
- Amanda’s term is complete and she will be rolling off the board as of next month
- Phillipa Hartley’s term is complete. Due to open board positions, she has agreed to remain on the board until she moves and will be rolling off in June
- Action Item: All board members to recruit new members and try to get applications in by March
- Nominations sub-committee meeting will be set to strategically plan:
 - Action item: set up a presentation on what we are, what we are about, and what is expected of a board member to use when approaching prospective members.
 - Sub-committee members will include Mark Schleusner, Melissa Amundsen, Jim Thompson, and any other board member who would like to participate. Julie Workman and Jenny Hegland will be asked to join the subcommittee as they would each have strengths that would benefit this group
 - Principal Rob Scripture and teacher Marie Neurer were suggested by Phillipa Hartley, she will ask them to join the board
 - Action item: Strategically plan areas of community to approach for membership nomination. Ensure RPSF recruits in all areas, elementary, middle and high schools, businesses and community members. Enthusiastic attitude is one of the key requirements for members. Can also add committee members to subcommittees who are not on full board. Past board members would be good to contact for this.
 - Next year is 25th anniversary of the board and we could market this

Executive Board Positions - Mark Schleusner

- Executive Board Positions will be voted on at the March meeting. The following board members intend to run:
 - President – Scott Mahle
 - VP – Patti Defrang
 - Treasurer – Dani Nikolai
 - Secretary – Becky Montpetit
 - VP of Development – Phillipa Hartley will continue in this role until June

Round table – All

| | |
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|-----------------------------------|--|

- Rotary Strive Program banquet is April 26. Mark Schleusner will be out of town and another board member will need to attend to represent RPSF. The Strive Program pairs students in bottom of their class with a mentor in order to facilitate them getting back on track in all areas of their life. RPSF gives three \$500.00 scholarships to students who have been working hard and making great strides for any post -secondary endeavor (college, training programs, and so forth). Note: Only 2 of the 9 scholarships have been used because some of the kids end up not going on to school after they graduate.
- Memorial funds currently require a \$250.00 minimum donation to open, however, there has been discussion of changing to a \$500.00 minimum. Noted that the board should set a goal of marketing these funds individually by reaching out to schools or organizations the named individual on the memorial fund was associated with to see if we can generate additional donor interest if the donation is directly to an individual's memorial.
- Action item: Release information on MAD Grants to post Bulletin on a regular basis
- Need someone to take over writing thank you cards due to Amanda Mallinger-Reinartz rolling off the board.
- Phillipa Hartley noted that Walmart South General Manager Bob Fligge is interested in finding additional non-profits to work with and may be a good partner in RPSF fundraiser endeavors.
- Krispy Kreme has a fundraising program where you can buy doughnuts at a discount and resell them to raise money for non-profits.

Motion to adjourn 8:45 pm.

Submitted by Danielle Nikolai.