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*Wednesday, October 11, 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 Yousif (MHS), Alia Hezeli (JMHS); Scott Mahle (guest)

President Melissa Amundsen called the meeting to order at 6:30 pm.

#### **Approval of minutes**

It was moved and seconded to approve the minutes. 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.

#### **President's Report**

Melissa received a letter from Amazon – people using smile.amazon chose RPSF to receive \$45.

United Health Care Group designated RPSF to be a recipient of a \$500 grant from Benevity's Community Impact Fund.

IBM found a creative way to give RPSF a \$2000 grant to be used for STEM projects.

The first Above & Beyond award including a \$25 gift card provided by RPSF was recently awarded at a School Board meeting.

#### **Financials**

There is nothing special to report this month; compared to last year, the expenses are almost identical with a little more income. Currently we have \$6331.23 in current assets and total assets of \$127,508.14.

Starting cash will be needed for BooFest. It was decided to get \$2000 for tickets and \$500 for raffle. It was moved and seconded that Chad will get the cash on Friday; motion approved. A procedure will be developed about storing the cash, picking up money from the ticket booths, counting the money, etc.

#### **BooFest 2017**

The original estimate for insurance was \$900; the actual cost is closer to \$300. Kim brought 3 proposals to spend the extra \$600.

1. Spend up to \$200 to purchase games that can be used in future years also. There was discussion about the future of BooFest – this is a learning year and many notes have been taken for future years. It was moved and seconded to spend up to \$200 on games; motion passed.
2. Spend up to \$100 to promote BooFest on the radio. The money would be spent on giving away 50 tickets (\$20) each day for 5 days as a 'call-in' prize. It was moved and seconded to donate \$100 worth of tickets to a radio station for promotion of BooFest. Motion passed.

Discussion then moved to Tix for Kids; Kelly will look into this program. It was moved and seconded to donate 800 tickets (enough for 20 kids, 40 tickets each) to Tix for Kids if this program is still operating. Motion passed.

3. Haunted Schoolhouse will have stations lasting approximately 1 hour and will cost more tickets. The students supporting these stations need money to create them. After discussion, it was decided to charge \$6.00 for this activity. It was moved and seconded to grant back to the student groups \$1.50 of the \$6.00, or 25% of the proceeds received. Motion approved.

Currently there are 33 items for the bucket raffle; there are more baskets being created. The winners will be listed on the website and there will be a pick-up time for those not present at the drawing.

Set up will begin at 3:15 on Friday and continue as long as needed, though we need to be done by 11:30.

There are 12 businesses and 10 school groups sponsoring booths. One business donated money to sponsor a booth, but two student groups requested money for their booth. We will support both groups.

Most games will cost two tickets; each ticket is \$.50.

BB's will sell pizza or hot dogs and chips for \$4; a beverage can be added for an additional \$1. RPSF will receive 20% of the profit.

There will be 3 2-hour shifts for volunteers. Setup will begin at 8 Saturday morning, doors open at 10, doors close at 3, and we will be done by 5 or 6.

Melissa will send out a request for volunteers.

There will be a work day on October 19, 1-4, at Northrop to stuff bags.

### **Grants**

The committee chairs, Kari and Mark, need to set the grant deadlines and get information to Rochester Public School staff. The website needs to be updated with this information.

Update on the website - the email links have been updated, but there is still work to be done. Kelly, Jim and Mark are working on it.

### **Annual Appeal**

This has been set aside for now.

### **Payroll Deduction**

After discussion with John Carlson in RPS, it was decided that going through United Way was not a good option. He suggested sending a sheet to all staff with the top half describing RPSF and what we do, and the bottom half a form for staff to fill out to donate to RPSF through payroll deduction. He suggested the sheet be in mailboxes in December, with deductions January-April.

We need a list of names of people choosing this option, plus their total donation, and their email and home addresses, so that we can send them a thank you. Kelly will follow up on this.

### **Barnes and Noble Book Fair**

A table was not reserved because there are too many other things happening at this time.

### **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.

Nominating committee – there is one person applying and one more thinking about it.

**Upcoming meetings** The next meeting is Wednesday, November 8, 2017, 6:30 pm Century Library/Media Center.

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Ginny Amundson, secretary