

Wakefield Educational Foundation

PO Box 1752

Wakefield, MA 01880

www.wakefielddeducationalfoundation.org



WEF Meeting Minutes

Tuesday, November 15, 2016

7:00 pm

Galvin School Learning Commons

Welcome and Introductions – ER – meeting began at 7:10pm, ER welcomed the group and introduced new member Andy Bray

Officer Reports:

Secretary Report – VY - Meeting Minutes (October) was approved

Treasurer Report – ML – was approved; a surprise \$250 donation from AT&T was noted

Election Day Fundraiser- Greenwood School- ER - ~\$400 raised, 25% (\$100) went to WEF and the rest for Wakefield Interfaith Food Pantry

Calendar Sales - JT – ER spoke in JT’s absence, need any remaining/outstanding Calendar sales to collect, we were ~ \$10000 at this time last year but are ~\$8600 currently

Grant Process- CG – CG to pass on spreadsheet summary to VY for distribution to the WEF team; 32 grants proposed and 18 awarded (full or partial); check pictures: DB can do pictures (CG informed that photos should only include kids that have proper consent), MH offered to be back up for pictures, send picture with who is in it, presenter, event and grade to CG, CG will then do the write-up and send to Wakefield Daily Item

Run For All Ages- VY – a big thank-you to all for baking and volunteering; \$2000 will be donated to WEF; participant numbers were down – not sure announcement to schools went out, next year will be more on top of announcement to schools and spreading word (example Brendan Kent Twitter/Facebook, Galvin/Vaillancourt, link from town page to WEF for all WEF events and information in general)

Chamber of Commerce – ER - JM possible representative for WEF, Andy Bray to request link on website

WEF presence in PTOs – ER - talk to PTOs about possibilities to help increase awareness about WEF, WEF events, and collaboration, in some cases we already have WEF members in PTOs; ER will help with Greenwood, JM volunteered to ask other PTO presidents who would like to come to WEF meeting

STARS - SW/ AM – SW and AM to take on from BT; applications forms to be sent to schools by both electronic and paper handouts; pdf to be sent to EC for WEF website; AM will follow-up with volunteers (emails to be sent with more instructions for help such as picking up, and distributing to schools forms and certificates)

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Publicity Update – CB – CB to continue in this role (not present)

Big Check Photos -CB/CG – DB and MH volunteered to help

Website Update – EC – updated as of November 14; perhaps should update testimonials (such as include something from Brendan Kent?)

Facebook/Twitter Update – KH/CG - KH not present, no update noted

New Fundraiser update - JT – JT not present, ER informed that JT hosted a meeting with new committee for this fundraiser; date targeted for early March (a Friday is desirable); entertainment such as a DJ, MC and musician

Other Business:

Chocolate Roses – DB/SW – a sign up sheet was distributed, DB will send out information to volunteers regarding help stapling flyers, collating, and distributing to schools as well as processing orders

Attendance:

- Violeta Yu
- Gayle Wettach
- Linda McManama
- Erin Colliton
- Colleen Guida
- Sonia Borda
- Melissa Holmes
- Elizabeth Russell
- Andy Bray
- Sue Worden
- Doreen Bentubo
- Mary Letchford
- Amy Miller
- Amy Leeman
- Jennifer Moon