



WEF Meeting Minutes

Tuesday, September 15, 2015

The meeting was called to order at 7:10pm at the new Galvin Learning Commons. Co-Presidents Elizabeth Russell (new) & Jen Theriault welcomed the team.

Secretary's Report: (ER) minutes from May 2015 were approved with corrected RFAA donation (\$2000)

Treasurer's Report: (ML) treasurer's report was read and accepted

Elections update: (JT&ER) 2015-2016 board member organization was approved unanimously

- Elizabeth Russell & Jen Theriault [Co-Presidents]; Mary Letchford [Treasurer], Violeta Yu [Clerk], Chris Boulter [Director of PR], Sue Worden [Director of Events/Fundraising]; Colleen Guida [Director of WEF Development & Grant Process], Erin Colliton [Director of Innovation Initiatives – STEM/Technology Liason], Gayle Wettach [Advisory Board/Grant Seeking], Linda McManama [Advisory Board/Corporate Records/Financial Management]

Calendar initiative: (JT) noted this year's calendars might sell out and may produce ~\$9000 profit; members signed up for upcoming BTSN calendar sales and WEF representation

Grant process: (CG) went over key dates as listed in agenda; if asked by teachers or PTO members regarding grant submissions please direct them to email (easier to document and share) over PO box

WEF openings: (JT&ER) Jean (as an advisor), Fran & Erin will work together to fill the role of Website Technical Director; still looking for a Social Media Chair [Colleen will continue to take care of Twitter for now] and a Community Chair

Publicity update: (CB) Item has been better at posting/responding; VY to send RFAA check picture & write-up to CB for Item & schools

STARS: (JT) new forms presented with new WEF logo – team had a preference for writing to appear horizontally (L to R); ML asked if payments could be made through PayPal (\$10 min)

Wakefield Educational Foundation

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Somerville Road Runners: (JE) new group hard to reach, have yet to hear back from them regarding donation, however historically donation not received until October/November, NJ will try to follow-up through her contacts

New member recruitment plan: (JT/ER) asked team to please think of potential new members to bring to a future meeting – send their names to JT/ER who will send an email with welcome packet

Other business: (VY) noted upcoming RFAA race (Saturday, November 7, 2015); seeking volunteers to bake (need enough for 500) and at least 6 bodies (3 at WEF table, 3 at race water stop – kids help is welcome!); an email will be sent out to start gathering volunteers

Attendees:

- Elizabeth Russell
- Linda McManama
- Gayle Wettach
- Kim Margolis
- Mary Letchford
- Erin Colliton
- Nicole Jacob
- Amy Welch
- Jean Hamilton
- Janet Elwell
- Colleen Guida
- Christine Wilson
- Chris Boulter
- Violeta Yu
- Jen Theriault