



Minutes

Tuesday November 14, 2017

7:00 pm

Galvin School Faculty Lounge

Welcome and Introductions-(ER) – welcomed team and introduced members

Officer Reports:

Secretary Report – Meeting Minutes for Oct. 2017 accepted

Treasurer Report – ML – more calendar money coming in. Still waiting for money from Hart's Hardware. Elizabeth will follow up with Jen.

Endowments funds are up with stock market doing so well!

Grant cycle just starting, so no outstanding grants at this time.

Run for All Ages- Nov. 4th– successful and fun day! There were more runners this year, maybe due to add'l publicity and social media. Also, the weather was good. Not sure how much \$ WEF will receive. Violeta will be in touch with RFAA group. Thanks to all of the WEF bakers and volunteers!

Calendar sales – seems a bit lower this year, but still need to collect from schools and Harts. Checking on Woodville, Greenwood and Doyle.

Chocolate Roses (ER) – Kim Hartmann is the new chair! Kim has been in touch with the provider of the roses and discussed quantities. Only sent back 25 boxes last year. May want to order extra carton of milk chocolate since they are always popular. Discussed idea of selling at Beauty & the Beast in early February. Great idea! Will start with 600 for the play. Our profit is 45 cents on each rose.

Chamber of Commerce/Wakefield 101 – Elizabeth attended this event at the library and felt it was worthwhile. It is held 2x/year, in May and November.

STARS – Amy Miller will handle this again. KH will get flyers printed and dropped off at schools. STARS will run from 12/4 – 12/21. This is an earlier start. Amy will need help with pick ups from the schools. Jen will look at website and see if we could add Paypal as an option for donation. After discussion, it was thought that it may be best to wait until Spring to do this officially. Suggestion was made to put a notice in with the certificate saying that the donation for this STAR supports WEF grants! \$321,500 given to faculty and staff since 1989.

Wakefield Educational Foundation

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Spelling Bee (JT/WL) – Discussed where and when options. We publicized March 2nd as the date. The Elks is not available the first 2 Fridays in March. The group felt it is important to keep our date. Concerns if at Civic Center include seating (seats for 125 but can hold up to 400, would need to rent tables and chairs). Civic Center so far still looks like top choice, but requested an overview of the costs involved. Running the bar is a lot of work, but can be profitable! Also need to look into a good sound system.

Publicity Update –(ER) – Still in need of a PR person! Please let ER know if you are interested. Will need to get something in the paper regarding upcoming availability of STARS and then a list of recipients after it is all done. Chris Boulter probably still has the press release.

Facebook/Twitter Update – (KH/CG) – 345 followers, Kim posted about RFAA. WHS Theater Arts rec'd a grant this week. Kim will get announcement out on this. Fiddler on the Roof starts on Friday! Colleen will talk to Will about the check presentation. Elizabeth read a message that was posted on the Melrose Educational Foundation page with updates on what's going on with MEF. Discussed idea of doing something similar. (Twitter and Facebook connected so whatever posted in Facebook seen in Twitter)

Grant Process (CG) – Grant meeting was held this week. 22 applications. \$25,566 was funded. We were able to fund every grant that fit our mission. Did not fund a device request and an equipment storage request. Not as many grants this year, but the quality was good. Discussed how we could get more participation. Kim said she would highlight past grants on the school website. Perhaps show an application to demonstrate that it is not difficult to complete. Demystify the process and show that it is not a daunting task. There are 3 new principals this year which could have had an impact. Hard to tell if the new format helped. Letters will be e-mailed out to recipients. Will follow up with e-mail asking how they thought the process was. Try to ask around to see how new process was for the grantees. Since 1989 WEF has given \$321,500 + in grants.

Attendees:

Elizabeth Russell, Mary Letchford, Melissa Holmes, Amy Welch, Sue Worden, Amy Miller, Jennifer Kavanagh, Linda McManama, Gayle Wettach, Kim Hartman, Andy Bray, Colleen Guida, Jennifer Moon