



Minutes

Tuesday January 16th, 2018

7:00 pm

Galvin School Faculty Lounge

Officer Reports:

- Secretary Report – Meeting Minutes (Nov. 2017)(VY) – was approved, special thanks to Gayle W for taking the minutes in VY's absence
- Treasurer Report – (ML) – was approved; RFAA \$2k was received

Grant Process (CG):

- emailed all funding/acceptance letters, around \$2k funded so far; Google form captures preferences such as date money is needed and picture dates but email communication of these details is still preferred; to date ~5 check presentations completed – a couple captured in social media but none in Daily Item yet (WEF still looking for PR person, ER taking care of Daily Item announcements for now).

Calendar (ER in JT's absence):

- unsold calendars are all collected (~160 left over); team recommended a final social media blast to sell remaining calendars in which calendars are ordered through WEF email or upcoming events where WEF will be present; sales are currently down from last year by ~1k (net ~4.5k); Art collection ideas for the next calendar were discussed to supplement art show choices such as asking art teachers to send student samples and working with National Art Society (at the high school) – other ideas are welcome

STARS (AM):

- in good shape and similar participation and donations compared to last year, ~183 and ~\$2k currently (last year ~216 and a bit over 2k); this year is 1st time there is an insert about grants so hopefully that will increase applications, announcements of recipients posted on social media but still need to go out in Daily Item and WEF website; noted a discussion regarding access to jpegs from WEF Google drive for WEF website (J Moon will get from CG jpeg for postings on web); need to get approval/owner permission of WEF Google drive switched from Gloria W to a current WEF members so access to these files to additional members is available

Chocolate Roses (KH, CB):

Wakefield Educational Foundation

PO Box 1752

Wakefield, MA 01880

www.wakefieldeducationalfoundation.org



- flyers out by 01/26; roses pick-up for volunteers on 01/27; submit PR to Daily Item 01/26; a form was circulated for volunteers but Kim will send out an email with link to sign-up genius, more details/instructions will be provided by email

Spelling Bee (ER in JT's absence):

- details being finalized such as table and chair rental providers (quotes being gathered); letter to selectman with certificate of insurance was done; will get 3-4 bartenders for event; all registration will be in advance but payment can be by PayPal or at the door; PR posted by KH on Facebook; registration is through email (discussion if there could be a better way in future as this may be difficult to track as event grows); J Moon will prepare an information blast to schools of the event with links (appropriately with no mention of the alcohol); ideas to engage more school staff participants are welcome

COL (ER – SW not present due to illness):

- meeting for volunteers this 01/20 at Brother's restaurant – an email will go out confirming meeting date and time; date for COL will be 04/12 (Thurs. before April vacation)

Attendance

- Violeta Yu
- Colleen Guida
- Linda McManama
- Wendy Leone
- Amy Miller
- Amy Welch
- Jennifer Kavanagh
- Kim Hartman
- Courtney Gosselin
- Melissa Holmes
- Erin Lyle
- Kristen Barrett
- Elizabeth Russell
- Jennifer Moon