

**GRAFTON EDUCATION FOUNDATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**February 26, 2013**

GHS Library Media Center

**I. Call to Order**

B. Hoffman called the meeting of the Board to order at 7:00 p.m. This is a regular meeting of the Board of Directors.

Voting Board Members Present: Mike Cibulka, Bob Hoffman, Lisa LaMaster, Renee Riddle, Mike Donahue, Shawna Parsons, Julia McNally

Voting Board Members Excused: Steve Vepraskas

Non-Voting Board Members Present: April Shanks, Cristy Bauer

Guests Present: Steve McDonnell, Dick Best, Mary Gosewehr, Carol Stillmank, Karen Walton, Kerry Feutz, Tammy Taylor

**II. Previous Meeting Minutes**

R. Hoffman submitted the minutes from the January 8, 2012 meeting for review. M. Cibulka made a motion, L. LaMaster seconded to approve the minutes. The motion carried 6-0.

**III. Treasurer's Report**

M. Donahue presented the financials as of January 31 2013. In addition, he discussed the fund balances and investments of the Foundation.

**IV. Restrictions on Zaun Foundation Donation**

B. Hoffman reviewed the history of this donation and recounted his recent meeting with Zaun Foundation Treasurer, Attorney Rich Kranitz. It was reaffirmed that this money was intended as matching funds for donations and that it should not be used for grants.

**V. 2013 Grant Allocation**

R. Hoffman led a discussion to establish the amount available for 2013 grants. It was agreed that the Foundation needed to maintain a cushion in the bank for future activities. After some discussion, it was agreed that 2013 Grants needed to at least equal the 2012 amount. It was moved by C. Bauer and seconded by M.

Donahue that the 2013 Grant amount be set at \$25,000. Carried 6-0. (M. Donahue left at 7:20pm and T. Taylor arrived at 7:30pm)

**VI. Soupor Bowl Results**

R. Riddle provided detailed summary of the Soupor Bowl results. A written report was distributed summarizing the results of the event survey, including all the comments received. In addition, the financial report was reviewed and suggestions for next year were discussed. The net income for the event was \$20,505 on gross revenues of \$26,512. It was suggested that the 2014 goal should be to increase revenue by \$10,000.

It was agreed by all that this event should be the signature fundraiser for the Foundation and that it should be repeated next year. Everyone joined in thanking Renee and all who had played a part in the event.

**VII. 2013 Grant Applications**

L. LaMaster reviewed progress to date on the applications and reminded the Board that there are still some details of 2012 grants being wrapped up through the school offices. The grant selection committee expects to begin evaluations in April.

**VIII. Fund a Need**

C. Bauer presented a brief report on the Reading Workshop project that was adopted. Even though there was some fund raising done in conjunction with the Soupor Bowl, there is still a need for about \$17,000 in additional funding for the project. It was agreed that the Foundation is not ready to fund the project yet. More promotion will need to be done. (S. Parsons arrived at 8:10 pm)

**IX. Children's Resale**

R. Hoffman reported that the spring sale will take place in May and will feature both the children's resale and a craft sale at Grafton High School. Promotion ideas were discussed.

**X. Annual Solicitation**

R. Hoffman reported on the plan for a letter campaign at the start of the school year targeting alum's and businesses. It was suggested that it would be better to switch to targeting the end of the school year to avoid encumbering Souper Bowl promotion efforts in the fourth calendar quarter. It was also pointed out that many people and businesses target the fourth quarter as the time when they make decisions on charitable contributions. After a discussion, it was decided to schedule the Annual Solicitation for

early September to provide a break before the start of the Soupor Bowl promotion.

**XI. GHS Alumni/Friends of the Foundations Newsletter**

R. Hoffman reported that the Newsletter has not achieved the goal of raising funds and would be used as a marketing and promotion tool in the future.

**XII. Reorganization of Newsletter & Alumni Data Bases**

R. Hoffman introduced M. Gosewehr as Alumni contact and discussed the need to combine the Newsletter data base and the Annual Solicitation data base to better use them. This will entail a redefinition of the format of the data base to cover all the needs. M. Gosewehr expressed confidence that she will be able to add a number of names to the data base.

**XIII. Website Maintenance**

R. Hoffman spoke for S. Vepraskas and indicated that Renee and Steve are working to review the content of the website.

**XIV. Other Matters**

A draft version of the Foundation thank you note and envelope was shown to the Board. A supply will be acquired for the correspondence secretary. T. Taylor suggested that a \$100 per room target be established for Fund a Need. There was a discussion of whether there needed to be a broad public thank you for all buyers of the reverse raffle at Soupor Bowl. It was decided no money would be spent to do this. Other avenues will be explored to offer the thanks of the Foundation. It was suggested that it would be a good idea to start promotion of the 2014 reverse raffle at the Fall 2013 Children's Resale to get more exposure. R. Hoffman reported that he has started working with a local foundation for future contributions.

**XV. Adjournment**

The March 2013 Board of Directors meeting will not be held so the next meeting will be April 9, 2013. Meeting adjourned at 8:30 pm following a motion by J. McNally seconded by L. LaMaster. Carried 6-0.

Respectfully submitted,

Steve McDonnell  
Recording Secretary