

Meeting Date: August 23, 2016

Location: CMS Media Center

In Attendance: Ninma Logan, President (Acting)
Jonathan Tanner, Ex-Officio
Cheryl Waybright, Secretary/Treasurer
Stephanie Hutchinson
Venus Corbin-May, Teacher Liaison
JoAnna Deering

Call to Order: Ninma Logan called the meeting to order at 5:03:28 pm.

Mission: *Partner with our community to enrich the lives of all Campbell Middle School students and faculty by funding innovative and extraordinary learning experiences.*

Objective: The key objective of the meeting was to “Review Plans for Fall Event – November 12th, 2016 and formalize timeline, theme, location, donors, roles.” Overall, the key objective was met; Stephanie Hutchinson will be heading up the team to coordinate the event and will convene committee meetings as necessary to facilitate the event providing updates and requests for assistance as needed.

Principal Update: Information and requests by Mr. Tanner included:

1. The check to close out the relationship with the CCSD Foundation has not been received. Cheryl commented she attended the CCSD Foundation treasurer training on August 18, 2016, and the administrator of the CCSD Foundation indicated the check had been prepared and sent. Mr. Tanner to follow up.
2. The student council has raised \$2000 and will be allocating those funds toward purchases for the learning commons.
3. Ms. Hannibal will be leading the IE² faculty committee and will assist with our IE² grant efforts. IE² is designed to generate a culture of creativity and innovation in school leadership and teaching practices to create more opportunities to engage teachers, parents, and community members in making adjustments that will promote improved student performance.
4. PTSA has informed Mr. Tanner that it will manage the Yankee Candle fundraiser but does not want to lead the Great American fundraiser. Mr. Tanner asked that the Foundation lead the effort. It was agreed that the Foundation would be on point since this is a

great opportunity for many children to benefit if the overall fundraising goal is met. Mr. Tanner advised that the teacher teams could bear the bulk of the hands-on coordination. Ninma has the action item to follow up with the Great American contact and to establish a quick strike team to implement.

New Business:

Fundraising, November 12 event planning updates:

- Stephanie is chairing this event and will be forming a team.
- Cheryl provided to Stephanie the volunteer sign-up sheet.
- It was suggested the event be held after school rather than on a Saturday evening. Re-setting a date now is utmost priority.
- It was agreed the event would be held at the middle school.
- Once Cheryl completes here donor meeting with Bella's to confirm donation or extremely favorable pricing, coordination with the vendor may begin.
- Mr. Tanner would like to see raffle items as fundraisers.
- Stephanie will convene the team next week to ensure planning continues at a rapid pace.

Fundraising, Spring Gala

- Stephanie will start coordinating a date for this event so we can get a "save the date" reminder out and determine if we can have use of a banquet hall donated.

Fundraising, Spartan Up updates

- All elements on the website are ready to go.
- Cheryl reported that at Open House we received:
 - o \$40 from four "cup" donors at \$10 each.
 - o \$60 from two "faculty shirt" donors at \$30 each.
 - o \$100 from one Onyx donor.
 - o \$250 from one Sapphire donor.

Fundraising, Spartan Sparks updates. Cheryl noted Spartan Sparks guessing game generated an initial \$14. Further plans for collecting entries are being considered.

Fundraising, Business Donations/Involvement.

- Cheryl noted she is waiting on PTSA for final input for business press. Ninma noted to move forward. Mr. Tanner noted that Foundation should not guarantee a membership in the PTSA to avoid Mr. Parker's concern about co-mingling of funds. Cheryl noted there would be no co-mingling of funds but would confirm what "can" be done with JCC leadership.
- The teacher shirts were discussed and due to the cost of the shirt, the donation needs to be \$30. Ninma needs to send a list of people to whom she has provided shirts. Cheryl to send the

info to Venus. Venus to send to the faculty and staff. Cheryl will attend the breakfast on Friday to (Our board falls under this umbrella at this time.)

- Cheryl noted that Bella's will be a sponsor of in-kind reduced pricing; UPS Store will be a Bronze sponsor with directed funds to printing services; Sprint will donate 80 shirts for the soccer team and items for silent auction and/or raffles.

Committee Reports:

President's Report & Board Development: Ninma is recruiting more volunteers – Ninma noted that she has Ellen Lucey, Lisa Blalock, and other volunteers ready to assist. Mr. Tanner noted that Mr. Thompson will be engaged with the faculty committee and may attend the foundation board meetings. All agreed to including the SBA president elect and another parent.

Fall Fundraiser: all items for discussion covered in new business above.

Finance: Cheryl has not compiled the July finance report as she is still working on a more robust format. For the moment, the balances in the accounts are \$48.25 in PayPal and \$1267.31 in PNC. 100% of the Square funds have transferred to PNC. \$119 cash is to be deposited (from Open House). \$579.35 is due to Ninma for the invoice she paid to UUA printing and supplies for Open House. She noted to reduce her reimbursement by a \$250 Sapphire donation. Total assets after transactions at mid-month equal \$1,105.21 not including the \$14 for the Spartan Sparks candy game which will stay with the game.

Governance, Cheryl noted the following:

- As previously introduced, Cheryl is recommending JoAnna Deering, (son in 7th grade), for the position of Secretary given her legal background and experience with corporate reporting and organization which will be a benefit to the team as we move forward with the formality of the name change and re-submittals of corporate documentation to the IRS and State of Georgia. All agreed.
- Steve Budow, who is the incorporating officer and registered agent of the corporation, is needed to stay on as VP on the board until such time all accounts, public records, registered agency, power of attorney, and such are transitioned out of his name. All agreed to this. Once his resignation will be accepted.
- Rhonda Powell-Woodward is an interested parent who has offered to be part of the board – she has a daughter in 7th grade and has experience in PTSA and foundation relationships as a past

PTA president and is currently engaged with the JCC. All agreed to this recommendation.

- Cheryl noted all recommendations for governance updates and positions will be presented at the outgoing board meeting.

Consent Items: Approval, Minutes, August 4, 2016: Cheryl motioned for approving the minutes as submitted. Stephanie seconded. Voted and motion carried.

Old Business: Open House Debrief

- Net \$18.35 in concessions. This includes a leftover supply of water, napkins, plates and snacks stored with Cheryl and sodas stored with Ninma.
- Ninma noted that she tracked the contacts. 49 families visited concessions, 23 families stopped at the Foundation of which five donated. She stressed that we all utilize talking points to ensure a consistent message.

Marketing Material Debrief

- Ninma shared her delight with the larger than expected banner and the high quality of the shirts and name tags.
- She noted the Fast Pass idea seemed to be a hit. Posting that and the calendar on the website and in the Wave (with links to the Foundation website) helped to drive up our site hits.

Recap Action Items: Action items were not reviewed though an updated list is attached to these minutes.

Next Meeting: 5:15 pm on Monday the 29th to focus on November event planning. We will establish a regular monthly meeting at that time. Committees will set their own schedule for meetings and reports will be provided at each meeting.

Adjournment: The meeting adjourned at 6:14 pm.

Action Items from Prior Meetings:

Meeting Date	Status/Update	Detail
8/4/16	Complete, materials submitted week of 8/8/16.	Mr. Tanner is turning in the paperwork to receive balance of \$3267.25.
8/4/16	Complete and ready to go on 8/13/16.	Cheryl to set up website for Spartan Up.
8/4/16	Complete and sent to Mr. Tanner on 8/16/16.	Cheryl to create form for teacher donations (shirts).
8/4/16	Complete for 8/16/16.	Ninma and Stephanie to finalize and implement details for Open House.
8/4/16	Complete – awards presented on Monday the 8 th .	Cheryl to prepare script for the announcements to recognize the two winners of the first Sparks game. Venus and Anita will be in the rooms to present the awards upon announcement.
8/4/16	Ongoing.	November event - Anita and Stephanie to begin planning.
8/4/16	Ongoing.	Mystery Dinner Gala: In the spring. Ninma and Stephanie to focus on this after we conquer Open House.
8/4/16	School volunteer form translated for 8/9/16 and 8/16/16; still working on main points.	Latino Night: Venus agreed to get the main points and the school volunteer form translated.
8/4/16	Ongoing	Awareness: all were in agreement to be part of the CHS Football Fridays with an information table. Ninma to get clearance from CHS.
8/4/16	Ongoing – Ninma attended on 8/10 and will continue to attend each month.	Teacher Team meetings on the 1 st Wednesday each month at 8am except August which will be on August 10 at 8am.
8/4/16		Cheryl to finalize the details for the final meeting of the outgoing board and communicate back when complete.

Action Items from this Meeting:

Meeting Date	Status/Update	Detail
8/23/16		Mr. Tanner to follow up on the check from CCSDEF.
8/23/16		Ninma - follow up with the Great American contact and to establish a quick strike team to implement.
8/23/16		Stephanie to create the Google doc for the volunteer list.
8/23/16		Set up sign-up genius for Great American sales volunteers, Spartan Up volunteers, and fall event.
8/23/16		Cheryl to finalize the partnership/donor agreement.
8/23/16		Ninma to send list of who has received shirts to Cheryl.
8/23/16		Cheryl to resend faculty form to Venus for distribution.