

West Fargo Educational Foundation
April 13, 2015

Attendees (*in person*): Karen Nitzkowski, Alison Ottesen, Mark Lemer, Heather Konschak, Angela Ottesen, Mark Berntson, Savannah Lende, Marissa Pacella, David Flowers, Shauna Vistad

- 1) Mini Grant Feedback Survey Results
 - a. The feedback from applicants and review committee members was shared with the Foundation Board. It will need to be reviewed again prior to opening the next grant window.

- 2) Hall of Fame Nominations
 - a. The information has been finalized for 2015.
 - b. Heather sent the Nomination Process information to all WFPS staff via email, posted it to the WFPS website and will include in the 4/13 staff newsletter. Alison posted the information to the WFEF website and will send it to the Pioneer and ask about a follow-up story or other promotion/donation for the event. She will also get it posted to the WFEF Facebook page.
 - c. Angela, Jimmy, Greg, Marissa and Savannah (possibly Gary) will serve on the review committee.

- 3) West Fargo Pioneer Insert
 - a. The total cost for doing a Pioneer insert is \$1335. Alison donated \$1,000 from the Bell State Banks Pay It Forward program; Karen moved, seconded by Marissa, to pay the remaining \$335 from the WFEF account. The motion carried unanimously.
 - b. Angela has a rough draft that she will continue to refine, with more information and photographs.

- 4) Event Updates–Timelines
 - a. Savannah, Marissa, Karen and Alison will comprise the event planning committee.
 - b. Sponsorship letters will be ready by the next meeting for distribution.
 - c. All board members were encouraged to solicit silent auction items.
 - d. Karen will bring the menu from the Speedway to the next meeting, for review and possible decision.

5) Board Members

- a. The Foundation is still trying to grow its membership. Each Board member is encouraged to bring two nominations to the May meeting.
- b. Karen stated her intent to go off the Board in October.
- c. Mark B volunteered to solicit interest from former teachers.

6) Grant Writing

- a. Angela submitted the grant applications for both Alex Stern and AT&T, but we haven't received any notifications yet.
- b. Border States Electric is a new opportunity to pursue for STEM funding.
- c. Angela spoke with the Bush Foundation grant coordinator to learn what we could do to improve our grant application package. One definite check against the WFEF is its lack of outcome-based measurements, which will come as the Foundation "ages." The grants coordinator also suggested contact with St. Paul, MN's Foundation, for pointers and suggestions.

7) New Business / Next Steps

- a. WFEF has approximately \$4600 in their account, after paying for the Grassfire NASA video project and distributing \$5000 in mini-grants.
- b. The requested Executive Director position is not in the first round of staffing requests being reviewed by the Board tonight. There is still the potential for a partial position in the classified staff category.
- c. The next meeting is scheduled for Monday, May 11 @ 7:30 AM.