

West Fargo Educational Foundation

Summary of 07.22.13 Meeting

Attendees: David Flowers, Mark Lemer, Mark Staples and Heather Konschak // Allison Otteson, Jimmy Hoy and Clint Schmidt (via phone)

- 1) Quorum established
- 2) Conflict of Interest Forms
 - a. Mr. Schmidt moved, seconded by Mr. Hoy, to approve the conflict of interest form, once confirmed by legal counsel, and to officially place it on file. The motion carried.
 - a. The current membership is up-to-date in regard to the conflict of interest forms.
- 3) Board Member Contributions to the Educational Foundation
 - a. The full Foundation Board is being asked to donate to the Foundation. It's great PR for the Foundation to be able to say that 100% of its Board has invested.
 - b. The important piece of this gesture is to show solidarity among Foundation members; the amount of the donation is secondary.
- 4) Foundation Executive Board Positions
 - a. Mr. Schmidt moved, seconded by Mr. Hoy, to nominate Ms. Allison Otteson for the office of President. There were no additional nominations, and the motion carried unanimously.
 - b. Mr. Schmidt moved, seconded by Dr. Flowers, to nominate Mr. Jimmy Hoy for the office of First Vice President. There were no additional nominations, and the motion carried unanimously.
 - c. Mr. Schmidt moved, seconded by Mr. Hoy, to nominate Mr. Gary Clark for the office of Second Vice President. There were no additional nominations, and the motion carried unanimously, pending Mr. Clark's acceptance of the position.
 - d. Mr. Hoy moved, seconded by Ms. Otteson, to nominate Mr. Clint Schmidt for the office of Secretary. There were no additional nominations, and the motion carried unanimously.
 - e. Mr. Schmidt moved, seconded by Mr. Hoy, to nominate Mrs. Karen Nitzkowski for the office of Treasurer. There were no additional nominations, and the motion carried unanimously, pending Mrs. Nitzkowski's acceptance of the position.
- 5) Foundation Board Membership
 - a. New representatives for West Fargo High School and Community High School need to be selected.
 - b. Kaitlyn Kuntz will need to be reconfirmed as the rep from Sheyenne High School.
 - c. A representative from the West Fargo Education Association also needs to be selected.

- d. Mr. Tehven and Mr. Staples will move into the Board's general membership.
 - e. There are three open positions on the Board that need to be filled. Every member of the Foundation is encouraged to recruit, recruit, recruit!
Brainstormed possibilities include:
 - i. Angela Otteson
 - ii. Steve McCollough
 - iii. Paul Laney
 - iv. Jeff Volk
 - v. Matt Morrison
 - vi. Kathy Neugebauer
 - vii. Kathy Scott
 - viii. Mark Berntson
- 6) Revision to mission statement
- a. Suggestion to add language about forming/nurturing the character of the WFPS students. Mr. Schmidt will work on a rewrite of the current mission statement to incorporate the additional language.
- 7) Financials
- a. The 2012-13 financial report was presented for the Board's review.
 - b. Mr. Lemer will work with Mrs. Nitzkowski to prepare the first draft of a budget for 2013-14.
- 8) Executive Director
- a. The Executive Director request was not approved for funding by the district this year. The Foundation will continue to advocate and apply each year.
- 9) West Fargo High School Hall of Fame
- a. Members of the Executive Board will meet with WFHS Assistant Principal Dan Holder to get a feel for the direction he saw the event moving this year.
 - b. The Hall of Fame event will probably be kept more on the simple side this year; the Foundation will work over the next year to brainstorm possible ways to expand and play off of this event.
 - c. The Hall of Fame link was moved from the West Fargo HS webpage to the Educational Foundation webpage.
- 10) Educational Foundation webpage (separate from WFPS)
- a. Ms. Otteson will follow-up with several community connections to gauge their willingness to donate services for the development of a separate website for the Educational Foundation.
 - b. The caution of moving away from a district-supported page is the potential for the original developer to stop providing free services, and our webpage would quickly become out-of-date.
- 11) Next Steps
- a. Ms. Otteson will work on a standing meeting schedule for 2013-14.