

West Fargo Education Foundation

Summary of 08.16.12 Meeting

Attendees: Mark Lemer, David Flowers, Karen Nitzkowski, Gary Clark, Mark Staples, Greg Tehven and Heather Konschak // Clint Schmidt and Jimmy Hoy (via phone)

- 1) District Business Manager Mark Lemer provided a brief review of the Foundations' financial statements. The Foundation's ending fund balance as of June 30, 2012, was \$1,388.68.
- 2) Karen Nitzkowski moved, seconded by David Flowers, to approve the Conflict of Interest policy as presented. The motion carried unanimously.
- 3) Clint Schmidt, Jimmy Hoy and Allison Otteson met as a subcommittee after the July meeting to discuss membership and leadership of the Foundation.
 - a. Mr. Schmidt provided a brief update on their progress thus far:
 - i. Executive Director – The Foundation would hope to hire an Executive Director once there is a mechanism to compensate that individual. The Director spot on the Board will be kept vacant until that person is hired.
 - i. District Administrative Rep – David Flowers
 - ii. School Board Rep – Karen Nitzkowski
 - iii. WFEA Rep – The Foundation will work with WFEA President Gale Haug to make an appointment
 - iv. West Fargo HS Student Rep – Mark Staples
 - v. Sheyenne HS Student Rep – The Foundation will work with Sheyenne Principal Greg Grooters to make an appointment
 - vi. Community HS Student Rep – The Foundation will work with Community HS Principal Tom Gravel to make an appointment
 - vii. Legal Counsel – Jimmy Hoy and/or Steve McCullough
 - viii. Social Facilitator/Organizer – Allison Otteson
 - ix. Treasurer/Accountant – TBD
 1. As dictated in the bylaws, District Business Manager Mark Lemer will handle the fiscal work of the Foundation, but will not serve as the named treasurer of the Foundation. He will serve in more of a “staff” capacity.
 - x. Additional Board Members > Clint Schmidt and Greg Tehven
 - xi. Heather Konschak will also serve at more of a “staff” level than a board role...she will be liaison and support
 - b. The Executive Committee of the Foundation will be comprised of a President, Vice President I, Vice President II, Secretary, Treasurer, and the Superintendent of Schools.

- i. Greg Tehven moved to nominate Clint Schmidt for President. Mr. Schmidt accepted the nomination and was unanimously voted in as President.
 - ii. Gary Clark moved to nominate Greg Tehven for Vice President I. Mr. Tehven accepted the nomination and was unanimously voted in as Vice President I.
 - iii. The positions of Vice President II, Secretary and Treasurer will be decided at a later meeting.

- 4) Dr. David Flowers, Greg Tehven and Mark Staples met as a subcommittee after the July meeting to discuss the vision, mission and values of the Foundation. Words that they felt represented the Foundation well, and would be impactful in a vision statement, included: legacy, heritage, bold, engaging, capacity-building, and equity. They also felt that the Foundation board should be a learning board, and all members were encouraged to read up on 21st century skills.

- 5) The formal launch of the Foundation to the public was estimated to be about one year out. However, the Foundation will work with the West Fargo High School Hall of Fame even this year as a sponsor, to start linking the Foundation to the Hall of Fame.

- 6) The Foundation will meet again toward the end of September.