

**West Fargo Educational Foundation**  
**May 12, 2014**

*Attendees (in person):* David Flowers, Alison Ottesen, Mark Lemer, Karen Nitzkowski, Heather Konschak, Angela Ottesen, Marisa Pacella

*Attendees (via phone):* Clint Schmidt, Jimmy Hoy

1) Alumni Directory – Electronic Database

- a. Alison has a team handling the data entry for this alumni database. It is about 50% completed at this time.

2) HS Student Outreach CHS session

- a. The April 14<sup>th</sup> session was attended by 30–35 Community HS students. The information seemed to be well–received and well–timed for those that are starting to think about summer employment or career paths.
- b. Alison and Angela have already connected 6–8 students with business leaders in the community, for job shadowing...internships...possible job opportunities...or just to sit down and visit about an industry.
- c. Sessions like this will be considered as ongoing programming offered by the Educational Foundation.

3) Homecoming / Hall of Fame Process

- a. Jimmy and Greg completed the application process and have started getting the word out. News releases went to the West Fargo Pioneer and the Fargo Forum; the release was also sent via email to all WFPS staff. Alison will follow up with the Forum to ensure it gets published; she will also distribute to local TV and radio outlets. The application process will be posted to the WFEF webpage and any WF Alum social media pages that we can tap into. The committee will review applications in early June and make announcements in early July.
- b. Karen has gathered several menus for the food committee to review. They will meet soon to select a caterer for the event.
- c. Alison is working on securing a bartender for the event. All West Fargo–based bars on the list from Bonanzaville have denied our request because of the timeframe (West Fest). Alison will visit with Bonanzaville about alternate options available from other licensed bars.
- d. All Foundation members were encouraged to brainstorm ideas for a theme for the Hall of Fame event – something tied to our mission and vision, if at all possible.

#### 4) Foundation Awareness

- a. Dr. Flowers agreed to use the Foundation as the topic of his May article for the West Fargo Pioneer, as well as for his May 27 article for the staff newsletter.
- b. Potential for a WFEF rep to have 3–5 minutes at the fall staff luncheons to brief the teachers about the 2014–15 projects the WFEF will be pursuing.
- c. Possibility of tying into National Education Week or Teacher Appreciation Week – bring “thank you treats” to the staff and have a WFEF rep available to answer any questions.
- d. Meet with a group of teachers that represent the various areas across the district, in order to get a feel for what they’d like to see continue or what they feel should be improved (potential new projects for the WFEF). The meeting could also serve as an opportunity to increase the pool of potential donors to the Foundation, by drawing on those teachers’ contacts.
- e. Alison will connect with incoming WFEA President Lisa Dullum on other outreach opportunities.

#### 5) Sponsorship Letter

- a. Angela provided a draft of the sponsorship letter. The committee needs to settle on donor levels, otherwise it appeared ready for primetime.

#### 6) Other

- a. Rotary Clubs provide grants in amounts ranging from \$500–\$5000 to fund various programs in their local area. Clint pitched the Foundation’s project of student transportation, and it was well–received. The deadline is not until the end of March, so we have plenty of time to fine–tune our proposal and solicit a sponsor for it.