

West Fargo Educational Foundation
November 16, 2015

Attendees (*in person*): Mark Berntson, Kaitlyn Kuntz, Allison Ottesen, Gary Clark, Nancy Peterson, Tim Peterson, David Flowers, Judy Kvaale, Mark Lemer, Heather Konschak, Angela Ottesen

1. Teacher Mini Grant Applications

- a. The 2015–16 grant application window opened on November 2, with a deadline of December 6. Three applications have been received thus far. A reminder will be sent the week prior to the deadline.
- b. New this year is the inclusion of a letter of support from administration. This was requested by one of the members of the review committee last year.

2. Mini Grant Assessments

- a. The deadline for assessments related to February 2015 awards is November 20. There are four staff members who have not yet completed their assessment; one has requested an extension until the end of the school year, which has been granted.

3. Social Media – Growing Our Presence

- a. Angela will share the account information with Kaitlyn, and she will assist with growing the “friends” or “likes” for the Foundation’s page.
- b. A “Like Us on Facebook” message will be included in the reminder about mini-grant applications.

4. End of the Year Donations

- a. Angela is drafting a letter that should be sent to all WFEF contacts and anyone on each Board member’s personal contact list. This will be distributed via email as soon as it’s completed.

5. Other Business

- a. The question was raised about other things the WFEF should be doing that other Foundations have focused on. The short answer is that there are lots of great ideas out there, but the WFEF is still trying to establish a solid financial foundation. Additional supports need to be put into place in order for the Foundation to pursue additional projects.

- b. Grant-writing season is also quickly approaching. Some ideas for applications that should be submitted are to the Rotary and the Kiwanis. Everyone should take a few minutes to explore any other grant opportunities available, and bring them to the next meeting.
- c. Heather will confirm with Dr. Burgad and Mrs. Slette that they are spending the resources allocated to them from the Foundation's Xcel Energy grant for STEM projects.

6. Next Steps

- a. The next meeting is scheduled for Monday, December 21 @ 7:30 AM @ the LEC.