

West Fargo Educational Foundation  
December 21, 2015

Attendees (*in person*): Kaitlyn Kuntz, Alison Otteson, David Flowers, Mark Berntson, Nancy Peterson, Tim Peterson, Mark Lemer, Judy Kvaale, Heather Konschak, Valerie Fiske,

Attendees (*via phone*): Clint Schmidt and Shauna Vistad

1. Mini Grants

- a. In the 2015–16 award window, 36 applications were received, totaling over \$35,000. This was more than triple the number of applications received last year.
- b. A total of \$5,000 was distributed to the following grant recipients: Sandy Evenson, Deb Boehm, Tiffany Zacher, Mike Metcalf, Tina Mickelson, Lesley Gunderson, Terese Schaefer, Amy Baasch, Lee Ann Buttino and Beatrice Hill.
- c. Before the application process kicks off next year, the WFEF Board should review grant protocols and determine if any changes are necessary. Areas that will need to be considered include:
  - i. Requiring the applicant to get the letter of support from their administrator, rather than having staff do it after the fact
  - ii. Adding a cushion of time into the timeline for the district's administrative team to review the applications before forwarding to the Foundation's review committee
  - iii. Tighten up what staff can/should apply for
  - iv. Revisiting the award maximum
  - v. Adding a cushion of time into the timeline for the review committee to meet face-to-face and discuss top scoring applications before making a final decision

2. Grant Ideas

- a. Nancy and Judy have provided various grant opportunities to review and possibly pursue in the new year. If you know of any upcoming grant opportunities, please submit to Alison or Angela.

3. End of the Year Letter Review

- a. Angela will distribute the letter for review; they will be sent over the holidays.

#### 4. Next Steps

- a. Brainstorm a list of businesses that the Foundation should talk with in the new year.
- b. Get business cards printed so members have something to drop off with people or at businesses...also get the newsletter updated.
- c. Consider providing information to funeral homes for end-of-life planning or memorials.
- d. Mark Lemer received a \$1,000 Community Connect Grant from Bell State Bank and has decided to donate it to the Foundation.
- e. The next meeting is scheduled for Monday, January 18 @ 7:30 AM @ the LEC.