

West Fargo Educational Foundation
May 16, 2016

Attendees (*in person*): Mark Lemer, Kaitlyn Kuntz, Alison Ottesen, David Flowers, Heather Konschak, Tim Peterson, Gary Clark, Mark Berntson, Angela Ottesen
Attendees (*via phone*): Valerie Fiske, Shauna Vistad

1. Date and Place of Hall of Fame Event
 - a. The event will be held on Thursday, September 22.
 - b. The Foundation has a tentative hold on the Holiday Inn; we are waiting for a callback from the Cambria to compare pricing before confirming.

2. Nominations for Hall of Fame
 - a. Please continue encouraging/soliciting nominations. The window closes on June 5.
 - b. Alison will contact the media to see if they'll assist with a push for nominations.

3. Sponsor Letters
 - a. Letters are printed and will be sent this week.
 - b. Please watch for an email from Alison regarding assistance with follow-up. She will also send the list of sponsors; if you have other ideas for potential event sponsors, please let her know.

4. Raffle Application and Prize Ideas
 - a. A raffle application will need to be completed in advance of the Hall of Fame event; Alison will confirm which city needs to approve the application (West Fargo as the Foundation's home city, or Fargo as the city the event will occur in).
 - b. The Foundation is continuing to work through the West Fargo Shakers to receive promotional support for their raffle. The idea is to promote the raffle and sell tickets at the September Hall of Fame event, then keep the window open through the New Year's Eve event the Shakers hold.
 - c. Members were asked to continue exploring possibilities for large raffle prizes. The Ottesen family is working on a donation for an airplane ride.

5. Grants

- a. All mini-grants should be closed out by the middle of June. Mark will follow-up with all grantees to ensure their receipts are turned in. Heather will distribute the assessment forms and work through that follow-up.
- b. The Foundation still has the \$480 granted to Dawn Beil in 2014-15; Mark and Heather will follow-up on that grant to see if the funds will be expended at all.
- c. Angela will provide any necessary paperwork related to the Xcel Energy grant to Mark for completion. He has received information/documentation from the secondary expenditure of \$750, but is still waiting on the elementary expenditure.

6. Website

- a. Photos from last year's Hall of Fame event are being resized, and Gary Clark will provide photos from previous events, so we can show a history of Hall of Fame.
- b. Judy received photos of various mini-grant projects that will also be added to the website soon.

7. Next Steps

- a. The next meeting is scheduled for Monday, June 20 @ 7:30 AM @ the LEC.
- b. Heather will be absent, so another member will need to take and submit notes.