

West Fargo Educational Foundation
October 17, 2016

Attendees (*in person*): Angela Ottesen, Alison Ottesen, Austin Schoenberg, Judy Kvaale, Mark Berntson, Tim Peterson, Valerie Fiske, Emma Johnson, Mark Lemer, Heather Konschak, Gary Clark, Nancy Peterson, David Flowers

1. Introductions of New Board Members
 - a. Austin Schoenberg > WFHS rep

2. Recap of Hall of Fame Event
 - a. The 2016 event is estimated to have brought in a net profit of approximately \$7,000, with 185 people in attendance (the best turnout thus far)
 - b. Suggestions for next year include incorporating former alums and mini-grant recipients, making the time for a concerted “ask” for donations, more organization around the silent auction, continuing the emphasis on time limits for recipient speeches, and the continuation of great student entertainment.
 - c. The event is starting to generate its own excitement, which is a great help toward the promotion of next year’s event.
 - d. The nomination window is currently open, and will remain open until April 2017.

3. Raffle Tickets and New Year's Event
 - a. All Foundation members are encouraged to continue selling tickets for the raffle on New Year’s Eve at the Shaker’s event. Tickets are one for \$20 or three for \$40.
 - b. Volunteers are needed to sell tickets at upcoming WFHS and SHS athletic events. Alison will email out a schedule for volunteer sign-up.
 - c. The Foundation spent about \$288 in printing the raffle tickets, and have already brought in over \$600 in ticket sales.
 - d. For those interested in attending, the Shaker’s event will be held at the Holiday Inn. Tickets are \$50; proceeds benefit the WF Educational Foundation and Lend A Hand.

4. End of the Year Letters

- a. Alison will work on getting the letter sent out for yearend giving. Board members should be ready to go strong in January!
- b. Please let Alison know if you have any new contacts that should be added to the list.

5. Mini Grants

- a. Heather provided updates on the process for 2016–17. The window will be open from November 1–30. Heather and Alison will update all documentation on the Foundation’s webpage in preparation for this year’s grant process.
- b. Nancy, Judy, Valerie and Tim will serve as the Foundation reps on the review committee. Heather will solicit a counselor, a curriculum staff member, and a technology staff member to serve as district reps on the review committee.

6. Hall of Fame Process Guidebook

- a. Alison and Angela are working on this, and will share out electronically for people to make any additions or suggestions.
- b. Judy also suggested guidebooks for anything that the Foundation spends their time on, like mini grants. This will ensure the process and protocols live on after certain members “retire” from the board.

7. Newsletter

- a. It is time for another newsletter; Angela will work on it. If you have suggestions for content, please let Angela know.
- b. The Foundation will try to secure funding to include it as a newspaper insert, like last year.

8. Next Steps & New Business

- a. Angela is still working on the Xcel grant.
- b. The Foundation’s next meeting will be held on Monday, November 21 at 7:30 AM at the Leidal Education Center.