

West Fargo Educational Foundation
September 19, 2016

Attendees (*in person*): Alison Ottesen, Emma Johnson, Tim Peterson, Judy Kvaale, Gary Clark, Heather Konschak, Mark Berntson, Nancy Peterson, Angela Ottesen

Attendees (*via phone*): Valerie Fiske

1. Introduction of New Board Members

- a. Emma Johnson > Sheyenne HS rep
- b. Andrea Payne > School Board Member rep
- c. We are still in need of reps from West Fargo and Community High Schools; Heather will follow up with Dr. Fremstad and Dr. Gravel.

2. Video Funding Request from Liberty MS (Michelle Weber)

- a. Liberty Middle School would like to do a video on the 7 Mindsets program and how it has impacted the culture at Liberty Middle School. The Board agreed that this project should be considered as part of the annual mini-grant process. Alison will provide those details to Mrs. Weber.

3. Hall of Fame Event Updates & Needs

- a. Approximately 125–150 tickets have been sold for Thursday's event, which is similar to last year. Six businesses have agreed to sponsor the event, and a couple more are still debating. The event is anticipated to turn a profit this year.
- b. Event setup will occur on Thursday at 2:00 PM. Any help is appreciated.
- c. The West Fargo HS band will provide musical entertainment for the evening and WFHS counselor Jamie Zuel will emcee the event. National Honor Society members from West Fargo HS will direct traffic, distribute programs, and assist in the silent auction area.
- d. A donation jar will be set out to collect any additional funds to go toward mini grants in 2016–17
- e. Board members agreed to start accepting nominations right away after this year's event ends and close the window earlier (possibly April, with decisions in May). This would provide additional time to contact inductees and allow them time to make their travel plans.

4. End of Year Contacts

- a. Alison will work on getting the letter sent out for yearend giving. Board members should be ready to go strong in January!

5. 2016–17 Mini Grant Process

- a. \$500 per grant will be the maximum award amount given during this year's process.
- b. Applications will be scored in four categories: K–5, 6–8, 9–12, and specialty programs (CHS, ECSE, SPED, ELL, and before- and after-school programs)
- c. Under consideration for the 2017–18 mini-grant process: offer sponsorship opportunities to businesses if they would give \$500 or more to the Foundation to help fund mini-grants.

6. Next Steps & New Business

- a. The Educational Foundation has officially been chosen as one of two recipients from the WF Shaker's New Year's Eve event, held on New Year's Eve at the Holiday Inn.
 - i. Each board member was asked to take a book of raffle tickets and sell them between now and December 31. Prizes will be awarded at the 12/31 event at the Holiday Inn.
- b. The Foundation is submitting an application to Bobcat/Doosan for costs associated with hiring an executive director.
- c. At the next meeting, Board members will discuss the creation of a "Standard Operating Procedure" book for Foundation members on things like Hall of Fame, mini grants, etc.
- d. The Foundation's next meeting will be held on Monday, October 17 at 7:30 AM at the Leidal Education Center.