

## **Tanque Verde Schools Educational Enrichment Foundation Board Meeting**

October 18, 2016

Location - Tanque Verde School District Conference Room

*In attendance:* Elizabeth Spilotro, Todd Kowalski, Carrie Radomsky, Jim Drexler, Kim Hubbard, Jennifer Whitfield, Barbara Drummond, Erica Reid

President Todd Kowalski called the meeting to order at 7:10 pm.

### **1. Old Business**

- a. Todd Kowalski discussed the need for liability and director's and officers (D&O) insurance. The broker he looked into, Rob Steinquist, does not do commercial insurance. Erica Reid mentioned that she obtained liability and D&O at a previous non-profit. She will look in her notes and get the broker information to Mr. Kowalski.

### **2. New Business**

- a. Approval of Minutes:
  - i. Elizabeth Spilotro made a motion for approval of the 9-20-16 minutes; Kim Hubbard seconded. All in attendance were in favor.
- b. Treasurer's Report:
  - i. Todd Kowalski presented the Treasurer's Report. As of October 18, 2016, there is \$10,288.84 in Chase Checking and \$1,013.53 in Chase Savings accounts. There was \$1,003.85 of income and expenses were \$122.72. Elizabeth Spilotro made a motion to approve the P & L report, Kim Hubbard seconded the motion. All in attendance were in favor.
- c. Todd Kowalski discussed the on-line storage of the board meeting minutes. They are currently being stored on Shutterfly. Elizabeth Spilotro said that the treasurer's report summary should be include in the minutes. She will see about getting administrative access to the TVSEEF website so that the minutes can be posted publicly. Erica Reid, the TVSEEF board secretary, will summarize the debits/credits for the month in the minutes.
- d. Grants - In regards to the outstanding principal grants, Kim Hubbard said that she can spend the principal's grant and will speak to Mrs. Centers at TVES and Mrs. Rosalik at ACES. Todd Kowalski will inquire about the grants at EGJH and TVHS. Barbara Drummond, who is working on the 1st grade STEAM Curriculum, said she will submit her receipts in December.
- e. Grant Rubric Recommendation - Barbara Drummond reported that she and Susan Fry simplified the rubric into six sections. Elizabeth Spilotro said that those requesting the grants really need to think things through in order to get all the necessary supplies. Kim Hubbard said that if the item that the grant requestor receives involves IT, they need to collaborate with someone so they know how to use the item. Mrs. Drummond and Ms.

Hubbard want to make sure that whatever item is received from the grant, that it stays in the District. Elizabeth Spilotro expressed the need for a plan to present to the district schools on how to submit the grants. Todd Kowalski mentioned that an on-line submission, attaching the documents is a good way for grant submittals.

- f. Tech Trek - Elizabeth Spilotro reported that she explored alternative dates for the Tech Trek. Since there are so many conflicts on other dates, the event will take place on Saturday, January 28, 2017. POWWOW will move their market to another date or to another venue. Carrie Radomsky will check with her church to see if they can host the POWWOW market. The District, beginning in January, will begin to charge for the use of their facilities for non-school groups. Mrs. Spilotro said that the Tech Trek will be a color run again, and various breakfast ideas were discussed, estimating for 300-400 people in attendance.
- g. Taste of Tanque Verde - Elizabeth Spilotro stated the 49ers will run the bar and give 30% of the bar sales to TVSEEF. She said that Lisa DeFalco is working on the wine. Barbara Drummond said that her husband, Brian, wants to work on a wine tasting aspect of the event.
- h. Other - Todd Kowalski discussed the need for revising the bi-laws, as this is a project that needs to be done in the near future.

Todd Kowalski made a motion to adjourn the meeting at 7:59 pm.

**Next TVSEEF Board Meeting - Tuesday, November 15, 2016, 7 pm, Tanque Verde School District Conference Room**

Minutes respectfully submitted by  
Erica Reid  
*TVSEEF Board Secretary 2016-2017*