

Junction Educational Foundation

Board of Directors Meeting – Regular Meeting



MEETING DETAILS		
DATE	TIME	LOCATION
Thursday, April 6, 2017	5:02 - 7:45 P.M.	Junction Elementary Palo Cedro, CA
ATTENDEES		
Board Members Present Strikethrough indicates NOT in attendance.	Kelly Lindblom: Vice President Erica Start: Treasurer Meghann Ryan: Board Member (departed at 7:30) Terri Henry: Board Member Andy Zappetini: Board Member (arrived at 6:02) Jessie Ambrozevitch: Secretary Melisa Wood: Board Member Rich Gifford: Board Member	Roger McCoy: Teacher Mr. Parker: Band Director

AGENDA		
TOPIC	MEETING NOTES	ACTION ITEMS
Opening	The Junction Educational Foundation Board of Directors meeting is called to order by Kelly Lindblom, Vice President, at 5:02 p.m., at Junction School in Palo Cedro.	



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Reports	<p>The Board reviewed the agenda. No changes were made. Band Grant discussion was moved forward so discussion could occur while Mr. McCoy and Mr. Parker are present.</p> <p>The Board reviewed the 4/6/17 Meeting Minutes. No comments. Upon arrival of Andy, <i>Erica makes motion to approve the minutes. Andy Seconds. The minutes are unanimously approved.</i></p> <p>The treasurer’s report was not available at this time because the bank statement has not yet arrived in the mail for the previous month.</p>	<p>Erica will determine if we can get bank statements electronically or by other means in the future, given that our Board meetings are now so early in the month.</p>
Updates	<p>Board Vacancy: Melissa Kalinowski announced her resignation by email to the JEF Board on March 14, 2017 at 2:02 P.M. The President position is vacant.</p> <p>Upon Andy’s arrival, <i>Andy makes a motion elect Kelly Lindblom as President, vacating her Vice President role. Erica Stark seconds. The motion is unanimously approved.</i></p> <p>The Board discusses backfilling the 9th Board position vacancy. The group present feels it may be beneficial to JEF to reduce the number of board positions, because record show that over the last 4 years, there has been significant Board turnover. The discussion will be tabled until the rest of the Board is present at a future meeting. Such a change would require amendment of the JEF Bylaws. Until then, JEF will not actively seek to fill the Vice President position.</p>	



<p>Grant Requests</p>	<p>Teacher Grant Requests: Roger McCoy and John Parker are present to discuss the request for \$5000 for band instruments. Together, the group discussed the vision for the band, previous dilemmas, current status, etc. Mr. Parker indicated that there are 17 active band members in the middle school band, and 23 in the 5th grade band, as well as the 4th grade class learning recorders. He believes the middle school band may grow to 50-80 students next year when the current 5th graders move to the middle school. Most students borrow instruments from the school, and the school inventory was not quite enough to supply all of the students this year (resulting in loans from other schools).</p> <p>Mr. Parker discussed the quality of the instruments, discussed the types of instruments the school is in need of (marching percussion, brass, flutes, clarinets, etc.). Mr. Parker discussed the current maintenance needs and practices, and the budget that is provided for the school annually for this work. Mr. McCoy indicates that the gap in the band program early this school year was a result of difficulty in finding a teacher who could meet the school's scheduling requirements. As a result, all of the other teachers came together and re-arranged the school class schedule to better accommodate a band program. Aside from this time, the band program has been strong at Junction throughout history.</p> <p>The group discussed several ideas, including:</p> <ul style="list-style-type: none">• Applying for outside grants from Fender, Guitar Center, and Mockingbird Foundation• JEF facilitating a Band Instrument Donation Drive (beginning immediately) <p>The Board requested Mr. Parker provide a priority list of instruments needed. This will enable the Board to further review Mr. McCoy's grant request, and to submit applications for outside grants. These items will be tabled for further discussion.</p>	<p>Kelly to begin Band Instrument Donation Drive</p> <p>Mr. Parker to provide prioritized list of band instruments needed.</p> <p>Kelly to use prioritized list to begin seeking outside grants.</p>
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<p>Events & Activities</p>	<p>Fundraising on Campus: The Board is aware of several fundraisers that have been conducted on campus that were not approved by JEF. This has resulted in an extraordinary amount of fundraising activity all occurring at the same time, which is a burden on parents and potential donors. The board needs to communicate a reminder to teachers and staff that all fundraising must be approved by JEF. Next year, JEF will try to do a better job developing a master fundraiser schedule early in the school year, incorporating all school fundraisers. Several large fundraisers would easily draw greater success than many small ones.</p> <p>Spring T-shirt Order: Terry Brock has been contacted by parents who would like to purchase a t-shirt. She indicated that there is typically a spring shirt order.</p> <p>The Board has intentions to re-vamp the Junction Apparel ordering process, both by adding new items as well as by converting to an online ordering process. Erica will look into using a company called School Spirit, who she has worked with before. The board does not want to undertake spring order. Terry will be notified and asked to forward any parent concerns to us so they do not have to be her burden to respond to.</p> <p>Kindergarten Roundup: Melisa Wood is not present to report out.</p> <p>8th Grade Scholarships: Scholarship Applications were distributed to all 8th graders on March 20th. Workshop #1 was held on March 31. Three students attended and Kelly reports it was worthwhile. Second Workshop will be on April 21</p>	<p>Meghann to discuss at next staff meeting that all fundraising should be coordinated through JEF.</p> <p>Erica to look into school apparel re-vamp options.</p> <p>Review Duryea and Holtzclaw Scholarship criteria/process.</p>
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<p>Events & Activities Continued</p>	<p>at 3pm. Applications are due by May 1 at 3pm. The board needs to research the Duryea and Holtzclaw Scholarship criteria as well.</p> <p>Raiders Fun Run/Jog-a-thon: Jessie has coordinated this event. All paperwork will go home this week. <i>Andy makes a motion to approved \$370 for printing, refreshments, and prizes. Terri seconds. The motion is unanimously approved.</i> Volunteers will need to be coordinated.</p> <p>Project Night BBQ: Jessie, Andy, and Kelly attended the Lions Club Meeting on Tuesday 4/5 and requested the PC Lions cater the Project Night Fundraiser BBQ. <i>Andy makes a motion to approve \$300 budget for Project Night advertising and supplies. Erica seconds. Board unanimously approves motion.</i></p> <p><i>***Kelly spoke with President of PC Lions on 4/8/17 and they will do this event. Profit will be donated to JEF. Tri-tip sandwiches, potato salad, and beans will be served. \$10 for full size, \$5 for half size meals.***</i></p> <p>Open House: Kelly will follow-up with Melisa Wood to check on teacher classroom projects for raffle. JEF will host raffle and set up booth with refreshments and promotional material. JEF will announce Teacher/Staff of the Year (which Terri H. will coordinate), and the 8th grade scholarship winners (which Kelly will coordinate). <i>Kelly makes a motion to approve \$100 for teacher/staff of the year awards (plaques and engraving). Andy seconds. Board unanimously approves the motion.</i></p>	<p>Jessie to coordinate volunteers for Jog-a-thon.</p> <p>Kelly and Jessie to promote and coordinate Project Night BBQ.</p> <p>Terri to coordinate teacher/staff of the year voting and awards.</p> <p>Kelly to coordinate 8th grade scholarship awards.</p>
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AGENDA		
TOPIC	MEETING NOTES	ACTION ITEMS
<p>Events & Activities Continued</p>	<p>Preschool Clean-up Day: Kelly will follow-up with the preschool teachers to determine the date/time and scope of this event. Erica and Kelly can help coordinate this with the other Preschool parents as a preschool event (not JEF), and JEF can help fund the work if needed.</p> <p>Fall Fundraiser (previously spring wine tasting): The Fall Fundraiser Event subcommittee met on March 17. Meeting notes were presented to the JEF Board and reviewed at the Board meeting. The Board has previously approved \$2000 for the venue. The event dates options were presented. <i>Erica makes a motion to schedule the event for Friday, September 22, 2017. Andy seconds the motion. The board unanimously approves the motion.</i></p> <p><i>Kelly makes motion to approve the following additional planning budget: \$500 for caterer booking, \$500 for band booking, and \$500 for initial promotional material, a total advanced budget of \$3500. Andy seconds. The board unanimously approves the motion.</i></p>	<p>Kelly to talk to preschool teachers about date/time and scope of preschool clean-up event. Erica and Kelly to try and coordinate something with the other preschool parents.</p> <p>Erica will reserve 9/22/17 with Gover Ranch.</p> <p>Next subcommittee meeting is 4/7/17.</p>



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Parent Outreach	<p>Newsletter: The board discusses newsletter topics for the April Newsletter. Kelly will prepare draft next week for review, then distribute. <i>Kelly makes motion to increase monthly printing budget to \$140 because distribution quantity increased after initial distribution. Andy seconds. The board unanimously approves the motion.</i></p> <p>Social Media: The new Facebook page is doing well. Kelly, Jessie, and Erica are administrators. 48-likes. Promotional Advertising spend is \$115 so far (of \$250 approved budget).</p>	*Kelly will draft April newsletter
Initiatives	<p>2017 Goals and Budget Strategy: Kelly presents to the board the concept of holding a meeting once school is out to develop the JEF 2017 goals, schedule, and budget strategy. The purpose will be to have clearly defined goals, and select the fundraisers and events based on achieving specific goals. The budget strategy will allow JEF to have certain types of recurring expenses pre-approved next year, and to ensure that investments and distribution of funds aligns with the overall JEF goals.</p> <p>Regarding longer term investment options, Erica is in contact with a financial adviser who specializes in nonprofit organizations. He is willing to present information about our investment options at an upcoming board meeting.</p>	<p>Kelly to schedule 2017 Goals and Budget Strategy workshop day once school gets out.</p> <p>Erica will schedule financial adviser to present ideas for investments at the June JEF Board Meeting.</p>
Adjournment	Kelly adjourns the meeting at 7:45 p.m.	

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	The next Board meeting will take place on Thursday, May 4, 2017 at 5:00 p.m.	

Melissa Kalinoswki's Resignation 3/14/2017

To the JEF Board,

I am hereby submitting my resignation as President of Junction Educational Foundation, effective immediately. Unfortunately, some unforeseen matters have occurred in my life and I no longer have the time necessary to be dedicated to JEF. I hope that I will be able to volunteer again in the future. I am glad I was able to work closely with everyone on the board and I know I am leaving things in competent hands. I will still be available to answer questions by email if something arises.

With Regards,
Melissa Kalinowski (Fuller)
Junction Elementary School Secretary
[530-547-3274](tel:530-547-3274)

Fall fundraiser subcommittee budget request and notes: 3/17/2017

JEF Fall Event Subcommittee

Agenda

- Introductions
- Structure of the subcommittee (i.e. we're a sub to the JEF board and need Board approval for major decisions)
- Location

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- o Gover Ranch: Indoor/outdoor, facilities available, things provided
- o They have round tables, we will need linens
- o Waiting from Bree, but late September or October; October preferable due to Ducky Derby, but avoid Fall Carnival
- Date/Time options and recommendation to JEF Board
- Theme/Style
 - o Octoberfest for community - sponsored by JEF
 - o Wine and Beer
 - Focus on targeting
 - Octoberfest theme/harvest festival/Barn party/
 - We need to think of a fun name
 - Decorations - country barn burlap
 - Linens, tableware, flowers, signage, displays, etc.?
 - o Music (Nicole)
 - Live band, DJ, Other?
 - The Billies -Nicole is connected to them
 - MC/DJ
 -
 - o Raffles
 - 50/50
 - Stuff
 - Do raffles for the little donations
 - o Silent Auction -
 - make baskets out of the smaller stuff
 - o Live Auction -
 - Johnnie for most stuff
 - Andy for desserts
 - o Food (Kelly)

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- Catering
- Casual, BBQ style food, buffet style
- Not sure about bus people/vendors
- Lions Club
- Dubes Deli
- Smokin' Joes on Airport Road
- Dessert auction
- Other Logistics that we will need to plan later
 - ABC permit, 21+ wristbands (\$25) (Erica)
 - Event Insurance (Jessie)
 - Uber-type services? Shuttle service? Pick-up Drop off in town
- Ticket sales
 - Online, In person, at the door, promotional?, comp?
 - Pricing TBD based on catering and
 - Table prices
 - Trying to promote to Exchange club, rotary, Lions, Elks to get them to do group deals
- Publicity
 - Target audience
 - School community - improve parent outreach, including teachers (consider discounted prices for teachers)
 - Alumni - promote reunion, discount the tickets
 - Grandparents
 - Big spenders - Colleen to network with the City of Redding
 - Business owners/managers - people who understand how these fundraisers work. Chamber of commerce, politicians,
 - Target # of attendees 200+
 - NEED TO ADVERTISE BEFORE SCHOOL GETS OUT
 - Use the celebration of the school bond as an opportunity to party
- Publications (flyers, newspapers, etc.)

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- o Social Media
- o Radio - Billy (Nicole) & Patrick
- o “Canvassing” (posting flyers strategically throughout the area)
- o Posters
- o Friday folders
- o Save the date and then a formal invitation
- o Date magazine (Erica)
- o Enjoy! (Erica)
- o North State Parent
- o Do a formal looking invitation
- Beer and Wine Donations
 - o Need to put together a letter
 - o Wildcard - Erica
 - o Manton wineries - Kelly + schmooze crew
 - o Sonoma County - Julio and Rachel
 - o Fall River -
 - o Wine glasses
 - o Tasting cards? How will that process work?
 - o Networking opportunities for wine donations amongst the volunteers?
 - o Develop plan to solicit wine donations
- Sponsors/Donations
 - o Set up hierarchy or sponsors with perks defined for each level
 - o Review previous list of sponsors/donations
 - o NEW leads
 - Crown Motors (Erica)
 - Lithia (Jessie)
 - Kia (Nicole and Keri)

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- Festive arts and crafts type stuff
 - Who else at Junction could help?
 - Water Works Park?
 - Networking opportunities amongst the volunteers?
 - Develop plan to solicit cash donations/sponsorship
 - Need big hitters – houseboat, vacations, etc. Stuff that will draw people to the event
- Initial Budget
 - Band
 - Catering
 - Initial publications for soliciting sponsors
- Review action items
 - Prepare subcommittee meeting notes
 - Prepare budget
 - Get JEF Board approval for budget and date at 4/6 board meeting
 - Reserve date with Gover Ranch
 - Develop donation flyer and have it printed
 - Make assignments for seeking donations (wine, \$ sponsors, in-kind donations)
 - Follow-up on catering/food truck options
 - Follow-up on music options
 - SAVE THE DATE by end of school year
- Plan next meeting date/time/location
- Monthly Friday after and bring bus straight here and talk to Christine until August then ramp it up.
- Friday April 7th 2pm Drop off kids here.

whelan22@gmail.com

Talk to Hawes and PC Park and Chamber of Commerce

Rifle Auction - Erica

Golf/Fishing/Cabela's-type gear