

Junction Educational Foundation Board of Directors Meeting



MEETING DETAILS

DATE	TIME	LOCATION
Thursday, March 7, 2019	5:00 – 6:00 p.m.	Junction Elementary Palo Cedro, CA

ATTENDEES

Board Members Present	Kelly Lindblom: President Jessie Ambrozevitch: Secretary Kayla Colburn: Treasurer Melisa Wood: Board Member Hannah Dreyer: Board Member Andy Zappettini: Board Member: After 5:15 p.m. Hope Bjerke Board Member	Strikethrough indicates NOT in attendance. Guests: Mr. Shawn Martinez: Principal Guest: Jessica Snyder
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AGENDA

TOPIC	MEETING NOTES	ACTION ITEMS
Opening	The Junction Educational Foundation Board of Directors meeting is called to order by Jessie Ambrozevitch, President, at 5:00 p.m., at Junction School in Palo Cedro.	
Business Updates	<p>Melisa makes a motion to approve the February minutes. Hannah 2nds. All in favor. None opposed.</p> <p>Kelly handed out to business plan and compliance manual for reference.</p> <p>The JEF officers received the debit cards to help with purchasing approved items for JEF.</p>	

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	<p>Kelly is going to reach out to the schedule the QuickBooks training for her and Kayla.</p> <p>Kayla sent out tax donation receipts for MHF in January. For 2019 event, we could create tax receipts at the time of the event. We could create a form and request the name, address and fair market value of each item that is donated.</p> <p>WES Camp: payments are coming due, Melisa will follow up to Vicki to see if any JEF support may be needed for students.</p> <p>JESD is requesting a list of the approved teacher grant lists. Jessie to create a list of approved teacher grant requests and follow up with Elizabeth.</p> <p>Upcoming President Opening: Kelly's president term is coming to an end and she would like to fill the position as soon as possible to start training the new president.</p> <p>Kindergarten Playground Project: Kelly is receiving the schedule from the contractors with a possible start date. Goal may be to have the project design started this spring. The proposal includes stakeholder meeting to help with the vision to help with designed and getting more engagement from the Junction community.</p> <p>Shirt Order: Received around 40 order forms, processing them now and will order them. Current inventory, needs to be sold/given as prizes.</p> <p>8th Grade Scholarships: Packets to be sent out in April. Kelly to prepare the packets.</p>	<p>Kelly is going to reach out to the schedule the QuickBooks training for her and Kayla.</p> <p>JESD is requesting a list of the approved teacher grant lists. Jessie to create a list of approved teacher grant requests and follow up with Elizabeth.</p> <p>Kelly to prepare the scholarship packets.</p>

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Events & Activities	<p>Teacher Appreciation Week: Red Bicycle Catering. Kelly to coordinate. Mr. Martinez to include it in the newsletter with a reminder during the weekly call. Hope will follow up with Mr. Martinez.</p> <p>Fun Run/Jog-a-thon: Hope makes a motion to approve \$400 for supplies for Jog-a-thon. Melisa 2nds. All in favor. None opposed.</p> <p>Spring BBQ: Kelly to follow up with the Lions to see if they will cater the event.</p> <p>Moonlight Harvest Festival: Venue suggestions. Jessie to contact Dennis to secure date. Kelly to contact the Billies and the Lions with the date.</p> <p>Board discussion to move forward with booking the Little Bear Creek Ranch/Ponderosa for MHF 2019 on 10/26. Heard back from Dennis at Little Bear Creek and he no longer has availability for the 2019 season.</p> <p>STEM Night in Spring 2019: Hope suggest the Math night option. Also, suggested that we host an event at a local place like Turtle Bay. Board members to research ideas to present at the next board meeting and we'll develop a sub-committee to plan.</p> <p>Mural: Melisa reached out to one of his connections and they met with her on campus. She's designing it and will provide an estimate.</p>	<p>Kelly to coordinate Red Bicycle catering for Teacher Appreciation Week.</p> <p>Kelly to reach out the Lions to see if they are interested/available to cater the Spring BBQ.</p> <p>I. Jessie to follow up with Dennis to book date.</p>
Adjournment	<p>Kelly adjourns the meeting at 6:40 p.m.</p> <p>The next Board meeting will take place Friday, April 5, 2019 at 3:00 p.m.</p>	

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