

Duniway School Foundation Minutes

Monday December 7, 2009

In Attendance: Tom Brim, Corinne Dillon, Lisa Hill, Mitt Jones, Deborah Kafoury, Kristin Krueger, Tou Meksavanh, Sarah Reynolds, David Staczek, Stan Sawicki, Dave Taylor

Guests –Christine Morita-McVey (PTA), Patrick Donahoe, Kim Bertelsen, Katharina Steinmeyer, Todd Lofgren

Absent: Phil Cappalonga, Mark Williams, Dean Wier

Minutes of prior meeting were approved with edits.

Key Dates:

- ✓ End of December bill for FTE from PPS

Action Items:

- Board members to call room assignments for annual campaign the week of Dec 14-18
- Tou to look in the school for a lockable file cabinet for the foundation records

Principal's Update:

Tou reported that the teacher parent conferences went well, and will be wrapped up by the end of the week. Repairs to Holmes' second grade room 10 steam pipe leak is almost all finished and the final air quality tests were done today and final results should be back soon. PBS Engineering and Environmental is doing the testing.

Treasurer's Report:

Dave T. reported a balance of \$231,750 in our accounts now at Capital Pacific Bank. The software QuickBooks was donated by Phil, and will help build up and manage our donor database. Dave T is going through the physical records to transfer over to Phil, and is looking for a secure place in the school to store them. Our bill from PPS for our FTEs should come late this month or early January, and is expected to be \$189k +/-.

PTA Report:

Christine had a few questions / clarifications for the foundation's proposal to the PTA for their surplus funds. Our request is for \$22k, which is the equivalent of 1 day of music. The PTA is asking that the Foundation address the issue of use of PTA funds going to another entity for supporting teaching position as a part of its proposal.

The photography contract is up for review and the PTA will review 2-3 bids from other firms. Christine also noted the value in having a database of donors, including businesses (even ones that refused to participate) in an effort to streamline our fundraising efforts. The PTA will be involved in the new principal recruitment, and invited the board members to participate in the Jan 2010 meeting where this will be discussed.

Recognition:

Christine and Sarah asked the group about donor management software, and would like to see what our accounting program QuickBooks is capable of on that level. There was discussion about including all donors of all levels at a recognition event. This event could be in the fall as a welcome back / school update / introduction of principal - get together. This could be a combined PTA/foundation event, or

even donor and new family event, in late August. Maybe even latch onto Berkeley Park Kindergarten mixer - to be discussed further at next meeting.

Communications / Annual Campaign:

Lisa requested any “do not call” responses to the annual campaign email reminder be sent to her so the call list can be scrubbed for next week’s calls. New lists will be sent to each board member and the calls should be made the week of the 14th-18th. Lisa and Sarah are working together on how to track first time givers for the matching donations, and that the total to date for the annual campaign is about \$21k.

Auction:

Will report next month

Other Business:

The board expressed interest in having someone from the Lake Oswego school foundation come to a meeting in a few months to talk with us about their process. There will be a dining for Duniway event at laughing planet on Tues, Jan 26th.

Next Meeting: Monday January 4, 7:00pm – Duniway library

Respectfully submitted,
David J. Staczek, Secretary