

OSF Meeting Minutes

May 11, 2016

Roll Call of Members Present

Amy Curran	Colleen Barron	Leslie Carr	Ellen Daniel
Trina Floyd	Hans Giller	Hal Gregory	Amy Hansen
Aaron Haar	Eric Heintschel	Teri Hook	Tammy Hughes
Greg Row	Brent Shimman	Chris Walendzak	Brandon Williams

Record Visitors – none

Approval of Minutes from March 9, 2016

Motion to approve: Amy Curran (Adamski), 2nd Eric Heintschel

Treasurer's Report

Checking current balance \$55,150.22

Investment current balance \$186,487.65

Motion to approve: Brent Shimman, 2nd Brandon Williams

President's Report

Terri Hook present to provide update on Course Relevancy.

- Course Relevancy has been successful. Surveys with students shows they are engaged. This was started with Tom Keller ('68) through Strategic Planning.
- Five Course Relevancy Connections this year:
- Judge Keller & Officer Martin – To Kill a Mockingbird Project & Mr. Dorner (Clay)
- Mrs. Hildebrand (Clay)- Owens Corning helped judge projects before her students' competition
- Mr. Combs (Fassett) – Financial Literacy with Sun Federal
- Ms. Olive (Fassett) – two experts _____
- Mrs. Kesling (Fassett GT Program) – 2 experts helped with academics and social aspects of
- having a high IQ
- We will honor the participating teachers and experts with a luncheon.

Board of Education's Report

No report given

Superintendent's Report

Kate Lajti

Kate, senior at Clay, was just diagnosed with Leukemia. The students are rallying to help her with her battle. Donations can be made online

Stadium update

Work on the turf will commence June 6 at 6am. Completion date is mid July. A GoPro will offer a time-lapse video.

Press Box

This is a big goal. Hoping to work on this next summer. The estimate is \$280,000 which will be privately raised money, in-kind services.

Arts/Marquee

Still working on this idea

BP Donation

The BP donation that was given to Starr was used for awards for their Science Project.

They had 14 projects submitted. 3 high school teachers evaluated them. The BP donation for STEM was used for the Lego Program. Each grade level was able to participate this past school year. An exploratory teacher was hired to Fassett, Drew Lachaway. He is an incredible ball of energy & will touch on each high school program. Most all 8th graders will go thru this program.

Manager's Report

- a. Early Literacy – LOADs of Fun – helped assemble packets. OSF sponsored & printed labels, sent thank you's to all donors.
- b. United Way – pledges to OSF went up from last year. Thanks you's to United Way donors will go out.
- c. Annual Fund – very similar to 2015. Added the newsletter to the mailing.
- d. Upcoming Events – mark your calendars, will send Outlook invites
 - a. Family Picnic – August, all are invited
 - b. Alumni band cider and donuts – October, will need 2-4 to help distribute
 - c. Donor Appreciation Event – November, all are encouraged to attend

Sub-Committee Reports

- a. Grants – Eleven grant requests were received. \$8821 was the approved amount. Motion made: Greg Row; 2nd Aaron Haar to increase the grant amount to cover the top 6 grants (\$9811) – grants are the core of the foundation. When these are approved/awarded, please favor them & share on social media.
- b. Development
 - a. Need to follow up with small businesses and meet individually with the top 10
 - b. Annual Fund Ask went out this week; it includes ask letter, case for support, new newsletter & remittance envelope. Mailed to 1100 addresses.
 - 65 to 2015 Annual Fund supporters, with ask to forward 3 letters on to friends
 - 550 to CHAFA members
 - 200 to district retired teachers
 - 350 to Frost Fest attendees over the last 5 years
 - Oregon City Council members
 - OSF board & committee members, with ask to forward 3 letters on to friends (please email Amy names to verify they are not duplicates)
 - c. Spent \$116 in envelopes & design elements, approx \$500 in postage. Printed items in-house at OCS (will invoice us) & S&D Capital.
 - d. Plan to conduct follow up phone calls.
 - e. 2015 received 65 responses & raised \$8540 (spent \$5884 in printing & postage)
 - f. 2016 goal, 200 responses & raise \$20,000.
 - g. Tammy Hughes has approx. 200 names from the Athletic Hall of Famers. Will need to contact Mark Beach/Laurie Dartt to get approval & list
- c. Allocation – discussions with OCS district leadership completed in April
- d. Financial –
 - a. Transferred \$10,500 from Fifth Third checking to investment account as voted on in March along with \$500 designated donation.
 - b. Selected for Workman's Comp audit, asked CPA to perform \$150 cost to OSF.
 - c. IRS 990EZ tax filing for 2014 was incomplete. Researched and filed the missing Schedule B form. Suggest we look for a non-profit CPA to file for 2016.
- e. Communication/PR/Mktg – newly created newsletter. The goal is to have 2 per year, spring and fall timed with Annual Fund (April) and Frost Fest mailers (October). Need help developing an Annual Report.
- f. Governance –
 - a. Official board withdraw – Denise LaPlante, Heather Brown

- b. Expired term – Erin Davis (effective May 2015)
- c. Create language to update OSF docs outlining 10% of all donations to endowment.
- g. Event Planning – no report
- h. Planned Giving – no report

Other Items

2016-2017 Meeting & Event Schedule

Family Picnic	summer 2016	Time TBD	@ Davis Home, 442 Cambridge
Mtg	Wed, Sept 14	6pm	@ CHS Library
Mtg	Wed, Nov 2	6pm	@ CHS Library
Donor Appreciation Event	Nov ???	6-8pm	@ Pearson Macomber Lodge
Mtg	Wed, Jan 11	6pm	@ CHS Library
Frost Fest	Sat, Jan ??	4:30pm	@ St. Michael's Centre
Mtg	Wed, Mar 8	6pm	@ CHS Library
Mtg	Wed, May 10	6pm	@ CHS Library

Motion to adjourn: Brent Shimman, 2nd Hans Giller.

Respectfully Submitted,

Chris Walendzak