

# FoWY meeting minutes

*September 14, 2016*

## **Board members present:**

Heidi Bailey, Luke Somerville, Jie Li, Patty Andrade, Lorraine Bachand, Allan Chhay, Dawn Craan, Lynne Radomski, Brett Wangman, Kisha Young

**Board members absent:** Eric Mariani, Jeannette Schar, Hank Gay, Felicia Jones

**Call to order:** 6:37 PM by President, Heidi Bailey

June meeting minutes were received by board members and approved (Luke Somerville, Brett Wangman)

September agenda approved (Luke Somerville, Dawn Craan)

## **President's Report**

- Heidi welcomed parents and introduced board members
- Introduced and welcomed Dr Joyce Kenner to the meeting to present a State of the School report and answer parent questions.
- Dr. Kenner gave a school report and answered questions.

## **Committee Reports**

### 1) **TREASURER** (Jie)

- 2016 financials closed; statements available
- We are required to have an audit; currently considering proposal; will vote and start next month
- Proposal to change bank (Jie Li, Luke Somerville) from MB Financial to 1st Eagle Bank; all approved
- Discussed capital campaign revenue; changed name from Campaign of Champions to Capital Improvements
- Heidi explained that, with the new Financial position sheet, there is an improved format to present our budget to the committee and school. We can better prioritize the process for funding grants.
- Board members did not vote on budget today, as a better format was requested, with more formalized accounting of budget positions, goals, revenue, allocations, and expenses.

### 2) **DEVELOPMENT** (Deb)

- Annual Fund
  - Goal is \$150,000
  - FoWY fills in gaps where CPS does not fund programs, activities, equipment, etc
  - Participation is crucial
  - Greater Giving is least expensive software for the school to use; writing checks is the best option to avoid extra fees.
- Pumpkin Spice 5K - October 23, 2016, 8:00 AM at Jackson Park
  - Proceeds benefit Cross Country and Track teams

- Targeting both school and the wider community; if 500 runners register, WY will earn \$17,000.
- Development Committee-Created a development team; looking for committee members

### 3) GRANTS (Dawn)

- Covers programs not covered by school budget
- Anyone can submit a request for proposal

### 4) NOMINATING (Luke)

- Discussed adding a process for official removal of board members after their term is finished or they step down; decided to establish a best practice going forward.
  - President will call board member to discuss
- Everyone is “on notice” for Board responsibilities; not attending meetings is reasonable grounds for removal; written practice should be in place
  - President will call board member to discuss
  - Mutual decision to stay or leave board
  - If decision is to leave, name of board member will be removed and it will be recorded in the minutes
  - Motion to adopt the process (Luke Somerville, Allan Chhay); approved by all

### 5) COMMUNICATIONS (Brett)

- Discussed relaunched website; simplified messaging and colors.
- Motion to changed tagline to “Giving Back; Paying Forward” (Luke Somerville, Patty Andrade). All approved.
- Discussed “subscribe” feature on the website. Heidi suggested a “subscribe” campaign to put in the weekly newsletter, and suggested we add social media.

### 6) DIRECTORY (Kisha)

- Distributed at first report card pickup day.
- Discussed continuing paper copies vs digital/electronic; conversation will continue

### **Old Business:**

- 1) Allan Chhay discussed adding FoWY to smile.amazon.com;

### **New Business:**

- 1) Discussed Annual Fund, and whether or not board should establish a percentage that should go to grants and to a “wish list” created to prioritize spending. Deb stated that if FoWY could provide more funding, parents would receive fewer “asks” throughout the year.
- 2) Grants: important that they remain. Discussed making a priority list and whether or not that was possible. It was suggested sometimes board needs to address urgent requests and understand the system is unpredictable.
- 3) Math Center: currently closed but discussion for FoWY to fund it.
  - Discussed the benefits of peer tutoring vs professional
  - Dr Danna Dotson provided research for board’s consideration regarding student visits last year to the Math Center
  - Board will discuss and vote during Old Business at next meeting
- 4) Freshman Connection: discussed reason for FoWY funding
  - Mr Swanson was notified that CPS would not allow spending on any summer programs, so he approached WY
  - Email consensus in August to partially fund the costs
- 5) For next meeting, FoWY will have a project priority list from the Local School Council, as well as a list of capital improvement needs.

**Meeting adjourned** at 8:47 PM (motion by Luke Somerville, Brett Wangman)

*Minutes submitted by Lynne Radomski, board member*