

KS FCCLA Educational Foundation Minutes

September 17, 2013

The third quarterly meeting of the Kansas FCCLA Educational Foundation, Inc. board was held by conference call on Tuesday, September 17, 2013 at 6:30 p.m. The following members were present: Heidi Doane, Gwen Kramer, Charlotte Smith, Dreana McClurg and Brennen Clouse. Joshua Arnoldy, VP of corporate relations and finance and Dawn Lindsley, executive director, were also present.

**Officer reports:** Dreana reported on executive officer meetings, Heidi reported on progress that has been accomplished in the last couple months, Charlotte reported that minutes of board meetings would be posted on the foundation link of the Kansas FCCLA web site and minutes of the officer meetings would be posted on Wiggio. Gwen reported a balance of \$10084.06 in our treasury with \$629.06 available for miscellaneous use.

**Executive Director report:** Dawn reported that both the 2012 taxes and the 501c3 application have been filed but has not heard back yet from either. A board orientation for new members was held on September 5 by conference call. She will also update the slides for the history of the foundation and post to the web site and Wiggio.

**Policies and procedures manual:** has been uploaded to Wiggio, board members need to review and post comments by Friday, September 20, then plan to vote on approval by September 24. Dawn will also look at other policies and procedures manuals to add ideas as deemed necessary. Charlotte made a motion that we add the president's signature to the checking account. Heidi seconded it. Motion passed.

**Electronic payment:** Heidi reported on Pay Pal Here and Square as to methods we could use. They do not have start up costs but a processing fee of approximately \$1.00 on each \$25.00 donated. Dawn reported on Jot Form which would have a charge of \$9.95 per month. Charlotte moved and Heidi seconded that we use Pay Pal Here as our online payment for foundation donations. Motion passed. Gwen will check with the bank about this and let us know a timeline for putting this into action. The board also would like to see an application that could be used for someone in person.

**Charlotte's letter:** Charlotte reported on the letter that she plans to send to current alumni and associate members via e-mail. It was decided that she would plan to send this letter by October 15 after the online payment option has been established. Dawn will add the list of foundation board members to the heading of the letter.

**You-tube videos:** Dawn discussed this with the board. The idea is to pose a question to FCCLA members and have them create a you tube video and send it to Dawn. We would choose those we want to use. A longer version would be created at SLC and posted to the web site. These would be FCCLA centered and student driven but add a message about foundation donations to help support FCCLA chapters in the schools. This will be mentioned at SEAC on September 25. Charlotte moved that we have Dawn develop guidelines that can be handed out at the SEAC meeting. Gwen seconded and motion passed.

**5k walk/run:** Dreana presented ideas about doing this at the April SLC meeting. It would be held on Sunday evening and we would use glow sticks. Charlotte offered to check with the Marriott Hotel on the walking trail and whether the hotel owns the property or not. Dreana and Heidi also agreed to help with this activity. Gwen made a motion that we move ahead with this activity and Heidi seconded it. Motion passed. Charlotte will also contact Amanda Cebula with the Kansas Health Foundation to see if they would like to sponsor this activity.

**Position/job description:** Dawn suggested we offer this position as a semester long job. Charlotte suggested we obtain more information from Gwen and Heidi on the description and discuss this agenda item at the next officer's meeting on October 1 at 6:30 p.m.

**Challenge to board members to secure one sponsor:** Dreana will do this via e-mail since members other than the officers and Brennen were not present on this conference call.

**Foundation vacancy:** The KS FCCLA Foundation Nomination Form is posted on the foundation link on the Kansas FCCLA web site. They are due by October 20 to Dawn and will be forwarded to board members before the October 29 meeting date. They will begin their terms in January. Charlotte will ask Pam to post this information on her list serve and also mention this at the SEAC meeting. Gwen will change the address at the bottom of the nomination form.

**Future meeting dates:** October 29 and January 15 from 6:30 to 8:30 p.m. and April 6 from 1-4 p.m.

**Announcements:** Dawn reminded us to encourage all board members to attend the scheduled foundation board meetings and be actively involved and engaged.

Respectfully submitted,

Charlotte Smith