

Three Forks Education Foundation Meeting Minutes
October 13, 2016 5:00 pm

ATTENDEES: David Chojnacki, Heidi Oliver, Robert DoBell, Heidi Boyd, Amy Rowen

SECRETARY REPORT /MINUTES: September meeting minutes approved as written.

TREASURER REPORT: Heidi Boyd presented monthly report and it was approved. David Chojnacki moved and Heidi Oliver seconded the payment of Fall fundraiser invoices, Main Street Office banner statement, IRS Form 1023 payment and \$100 every other month to Crowley and Fleck.

OLD BUSINESS:

A. Fall Fundraiser, September 27th, was a success. The tri-tip dinner sold out. The labor and dessert auction were well received. It is agreed to repeat this next year. Thank you notes were sent to Rich and Fawn Venzor, Kerri Moore and Craig Veitz and Terry Howey for the help with the auction. After NHS and Close-up payment, total collection for the night was \$ 2135.50.

B. Form 1023, requesting Federal Tax Exempt status, and payment will be mailed in this week.

C. Adult Prom to be scheduled in April was briefly discussed.

NEW BUSINESS:

A. Quickbooks software will be purchased to complete treasury and tax filing duties. Motion was made by Amy Rowen and seconded by Heidi Boyd to purchase this download now.

B. Lamont Kotter regrettably will not continue his service on the Foundation. A new board member will be invited to fill the vacancy.

C. To increase awareness of the Foundation, in November, Heidi Boyd and David Chojnacki will attend both the elementary and middle/high school monthly teachers' meetings. Also, David Chojnacki will begin the process of designing and pricing a mailing to the local community. Heidi Oliver will follow-up on the best ways to contact school alumni, specifically class presidents.

D. Proposed Scholarship and Grant Applications will be circulated among the members in the next month for review. The initial grant award would be used especially to draw interest from the staff and students.

NEXT MEETING: November 15th

Respectfully,

Heidi Oliver