



FOUNDATION  
FOR  
RUSHFORD-PETERSON SCHOOLS

## Board Meeting Minutes

February 5, 2021 | 8:00 a.m. | Zoom & R-P Admin Conference Room

**In Attendance:** Kathy Wade, June Vitse, Hannah Linder, Jenny Helgemoe, Jen Hengel, Jack Culhane, Brenda Tesch, Jon Thompson, Amy Woxland, Joyce Iverson, Jo Anne Agrimson, Aaron Prinsen, Donna Boyum by telephone, and Claire Olstad. **Absent:** Lisa Lawston

1. President Iverson called the meeting to order at 8:02 a.m.
2. **Approve Agenda: *Motion by Olstad, seconded by Vitse, to approve the agenda. Motion carried.***
3. **Minutes: *Motion by Wade, seconded by Vitse, to approve the minutes from January 8, 2021. Motion carried.***
4. **Board/Advisory Committee Terms:** We currently have 6 Board Members and 8 Ex-Officio Members, made up of school administration, school board members and student representatives.
  - Board Member Claire Olstad's term is up 10/31/21.
  - Donna Boyum's board service began March 2017. There was no vote in 2020 for her second term. ***Motion by Jack Culhane, seconded by Jo Anne Agrimson, to have Donna Boyum's term extend to November 2022 (i.e., October 31, 2022). Motion carried.*** Because this is less than a full 3-year term, according to our operating procedures, she can be reappointed to another 3-year term starting in November 2022. Boyum will make this decision later.
  - June Vitse, Jo Anne Agrimson and Jack Culhane's terms 10/31/2023.
  - Brenda Tesch's term ends 10/31/2024.
  - Amy Woxland is the newest ex-officio member, joining us this month.

The Board discussed moving to scheduled staggered terms. Two members will be added for terms beginning November 2021/2024; and three members will be added for terms beginning November 2022/2025. The Board agreed to elect new members this fall, with those new members' terms beginning November 1, 2021.

5. **Financial Report:** Hengel gave the report. SMIF's quarterly financial report dated 12/31/20 has resulted in some updates to the quarter-end report provided in early January. SMIF has now applied interest to the funds, and there was an online donation (through SMIF's website) to the General Fund. As mentioned at the January 8 meeting, several donations received in December were mailed to SMIF the first week of January; these were recorded as last quarter revenue.
  - Under the Last Quarter Activity, the interest accumulated in each fund during the October 1-December 31 quarter is now shown. The Endowment Fund's interest was \$4,433.59.
  - Update: The Foundation received \$2,622.40 from the fall mail campaign. Of this, \$1,897.40 is in the General Fund; \$700 in the Scholarship Fund (per designations); and \$25 in the Endowment.
  - The only current quarter activity is the \$220 payment to the Chamber and the \$75 payment for an ad to the yearbook.
  - Hengel noted there is more than \$5,000 in the Angel Fund.***Motion by Tesch, seconded by Boyum, to accept the financial report. Motion carried.***
6. **Bills to Pay** – There were no current bills to pay.

**Angel Fund requests** – There were no Angel Fund requests from school administration.

**Transfer for scholarships** – This time of year the Board often transfers monies from the BLT Fund to the Scholarship Fund to help determine the number of scholarships that can be awarded to the graduating senior class. BLT committee members agreed that \$3,500 gives a strong base to operate the event. The Foundation's goal has been to give scholarships of \$500 to at least 10% of the senior class. The number of Trade/Tech Scholarships is dependent upon the funds raised this winter/spring from local businesses.

***Motion by Tesch, seconded by Vitse, to transfer \$3,300 from the BLT Fund to the Scholarship Fund.***

***Motion carried.***

- 7. 2021 Foundation Scholarships and Trade/Tech Scholarships: *Motion to give 5 Foundation Scholarships this year made by Agrimson; seconded by Tesch.*** Clarification was requested as to whether this motion included the Trade/Tech Scholarships, and it was stated that it does not since the fundraising for these has not been completed. ***Motion carried.***

Helgemoe asked whether the applications should be the same for the Foundation Scholarships and the Trade/Tech Scholarships. In email discussions, most board members stated that both applications can be simplified. Tesch suggested a checkbox or other indication on the top of the application to indicate for which scholarship the student is applying. ***Motion made by Boyum, seconded by Helgemoe, to have the scholarship applications be the same but include a checkbox to indicate for which scholarship the student is applying. Motion carried.***

#### **8. BLT and Scholarship Fundraising**

**Fundraising List for Trade & other Scholarships:** Culhane and Olstad offered to ask the same businesses they asked in 2020. Iverson would prefer to do those whom she can contact by email; she will also contact M & M. Wade will ask Engleson & Associates and Lind Awards. Woxland will contact Woxland Plumbing and Metz Hart-land Creamery. Helgemoe will do those she has contacted in the past. Culhane will create a new list.

**Fundraising Letter:** Iverson presented a draft of the fundraising letter for business sponsorship.

Discussion was held. Iverson will revise the letter and present it to members prior to mailing. The target date for funds to be mailed to the Foundation is now March 31.

- 9. BLT Planning for August 21, 2021:** Tesch reported that the committee of volunteers held their first meeting in January. Discussion topics were giveaways, registration, and designated committee jobs. A February meeting is planned.

#### **10. Other Business:**

Hengel was in contact with a family representative of John Kinneberg. The family is interested in setting up a memorial scholarship in John's name. Hengel also provided the family representative with Helgemoe's contact information. The family will contact us once they have discussed the information provided by Hengel and Helgemoe.

Agrimson reported on a letter-campaign she is organizing for the Retired Teachers Scholarship. The fundraising should be completed by March 31.

**Next meeting is scheduled for Friday, March 5 @ 8 a.m. @ Location TBD, tentatively Zoom.**

***Adjourn. Motion by Wade to adjourn, seconded by Vitse. Motion carried.***

**Actions for SMIF: Transfer \$3,300 from the BLT Fund to the Scholarship Fund.**