

**MULVANE EDUCATION FOUNDATION
BOARD OF DIRECTORS MEETING
MINUTES**

July 18, 2011 – 6:00 p.m.

**Mulvane School District Offices – Conference Room
U.S.D. 263 Administrative Center - 628 E. Mulvane Street, Mulvane, KS**

I. CALL TO ORDER - The meeting commenced at 6:05 p.m. with a Call to Order by Board President Frank Carson III. A quorum was established.

II. ROLL CALL:

PRESENT: Frank Carson III, Tom Keil, J.T. Klaus, Kim McGuire, Don Pennington

ABSENT: Natalie Gosch, Shelly Milledge, Jeri Myers, Brad Rahe, EDD

OTHERS: Dale Graham – Andover Advantage

III. NEW BUSINESS

Legal Status

Mr. Klaus provided the board with an update on the legal status of the foundation. IRS Form 1023 was filed on June 23rd. A filing fee of \$830 was paid by his firm with an invoice to follow. Mr. Klaus reported on concerns with the language in the bylaws pertaining to scholarships. This issue is one that some board members are also not clear on.

Mr. Klaus distributed Mulvane Education Foundation manuals to the Director of the Board and he recommended we discuss term assignments for board members at the next meeting.

Andover Advantage –

Mr. Carson III introduced Dale Graham who previously served on the Andover Advantage Foundation and Andover School Board. Mr. Graham reviewed the historical timeline for the Andover Advantage. A copy of his information is attached. Mr. Graham stressed that it will take some time to establish a strong foundation in the community.

Mr. Graham recommended we be selective in identifying members for the Board of Directors. An emphasis should be placed in recruiting key people with skill sets that will benefit the foundation. (accountants, marketing, etc)

- Recommended developing a nomination packet
- Recommended we collectively brainstorm for people that may serve as board members
- Recommended we develop job descriptions for various board and committee positions
- Recommended General Liability Insurance for Board of Directors and Officers

- Suggested we create a priority list
- Discouraged self direction of donations and suggested we adopt a gift policy
- Challenged us to think “globally”

Mr. Graham shared with the group the importance of developing a Mission Statement. All efforts of the foundation’s work should fit within the Mission Statement.

IV. OTHER BUSINESS – Discussion of agenda items for the next meeting include:

Terms of Office

Foundation Mission Statement

Types of Committees

Discussion of the Ultimate Size of Board

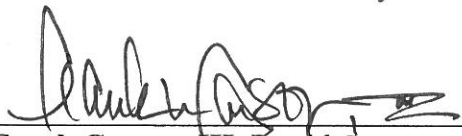
V. ADJOURNMENT – Upon a motion by Mr. Klaus and 2nd by Mr. Pennington, the meeting was adjourned at 7:10 p.m. by unanimous vote.

VI. NEXT MEETING – The next meeting is scheduled for 6:00 p.m. on Monday, August 29, 2011.

Respectfully submitted,

Tom Keil, Secretary
Mulvane Education Foundation, Inc.

Minutes approved on August 29, 2011



Frank Carson, III, President
Mulvane Education Foundation, Inc.

Andover Advantage Foundation Historical Outline

1995/96

- A steering committee was formed to investigate the possibility of forming a non profit school foundation. Steering Committee members included Nancy Lusk (Board of Education President), Patrick Terry (Superintendent), and community members: Dale Graham, Kurt and Sue Watson, Lane Kvasnicka, Sheri Geisler, and Melinda Fritze.
- The steering committee researched other public school foundations around the country and made trip to El Dorado to meet with foundation members in El Dorado.
- This group named the Foundation, wrote mission statement, corporate By-laws and Articles of Incorporation. The steering committee decided that the Foundation would have a fiscal year of July to June to coincide with the district's fiscal year.

1996/97

- Articles of Incorporation were filed in July 1996.
- The first board of directors meeting was held. Directors would serve 3-year terms that could be extended to an additional three years for a total of six years. As a result, initial terms were one, two, or three years so that terms of service would be staggered.

1997/1998

President: Dale Graham

- In August of 1997 the foundation received its' tax exempt status from the IRS and the first donation was received.
- Began Founding Membership Drive – received total pledges of \$120,720. The purpose of this initial drive was to establish an endowment.
- .Held first "Breakfast with Santa" Fundraiser to benefit teacher grant program.
- Co-hosted district wide recognition banquet with board of education.
- Wrote Operating Policies
- Funded first teacher grants (\$2,500) / First Prize Patrol in spring of 1998

1998/1999

President: Sue Watson

- The founding member campaign surpassed its goal of 100 members and finished with 123 members on June 30, 1999 – total pledges were \$179,000. This was the seed money that established our permanent endowment.
- Held two grant cycles – fall and spring. Distributed \$9,500. in grants to teachers.
- Fundraising events included: Breakfast with Santa and Holiday Gift Cards for Teachers, a donation from the Andover Journal Advocate in conjunction with the Senior Graduation

Issue, an Emprise Bank ATM campaign providing funds for a Technology Grant, and a collaboration with the Andover Chamber of Commerce for a truck give away promotion.

- Began the teacher payroll deduction program.
- Began the sale of prepackaged school supplies.

1999/2000

President: Mindy Page

- Held first annual Giving Campaign and added 96 new donor families. Board members met in the Lobby of National Bank of Andover and called families that we knew. We rang a bell every time we received a donation. Our t-shirts, said, "I survived the first AAF Calling Campaign."
- Contacted 300 families with the help of 26 volunteers and raised \$18,500.
- Awarded 45 grants to teachers totaling more than \$14,000.
- Received an Award of Excellence from the Confidence in Education Task Force.
- Earned \$1,100 through teacher honor card program.
- Dedicated two lasting memorials:
Kimberly Harmon Wielhouwer – primary library received 44 Newbery books
Keith Riffle – AHS received new trophy cases
- AAF Board members presented workshop at the Statewide Public Education Forum held in Topeka – "The Nuts and Bolts of Starting a School Foundation."
- Drs. Michael Wilson and Scott Hane began a partnership with the Foundation to donate half the proceeds from summer sports physicals to the foundation.

2000/2001

President: Nancy Lusk

Giving Campaign Chairs: Nancy and Tom Compton

- Focused fundraising efforts on Annual Giving Campaign that attracted 350 donors. We received contributions from 74 teachers and staff members – more than ever before. Nancy Compton developed the first Giving Campaign model that we use today. She worked with Results Direct Marketing to develop the initial donor card system (all which were sorted by hand on Nancy's dining room table). Established the Giving Campaign Logo and Tag Line, "Going Beyond the Basics."
- 124 Volunteers contacted 1500 families and raised \$43,000.
- Gave 46 teacher grants totaling over \$15,000 for learning needs. Four year total was 142 grants worth over \$43,000.
- Hosted a reception to thank the Andover business community for their support.
- Andover State Bank pledged \$10,000 to the foundation payable over four years.

2001/2002

President: Nancy Compton

Giving Campaign Chairs: Nancy Lusk, Terry and Marry Huelskamp, Mark and Celia Ralston

- Continued to expand and refine efforts for the Giving Campaign.
- 155 volunteers contacted 2,000 families and raised \$62,000.
- Funded 48 grants totaling 14,700. Over past five years funded 184 grants worth over \$54,000.

2002/2003

President: Cathy Durano

Giving Campaign Chairs: Dale and Suzanne Graham, Mike and Susan Pool

- 44 grants to 68 teachers totaling \$15,177.
- Endowment totaled \$271,000.

2003/2004

President: Wes Sawyer

Giving Campaign Chairs: Lynette Juresic and Melinda Fritze

- 740 families gave to the annual giving campaign (up 100 from previous year) and contributions reached \$100,000. 62 teachers and staff participated in the payroll deduction program.
- First large grant for district wide project – funded \$16,193 in supplemental technology to support new social studies curriculum. Also funded 223 optical mice to be used in middle and high school computer labs.
- To date, the foundation funded 290 teacher grants totaling \$96,000.
- Permanent Endowment reached \$322,000.
- Pre-packaged school supply project is no longer considered a fundraiser, but a community service that provides packages to district families and those families in need.

2004/2005

President: Elliot Jensen

Giving Campaign Chair: Lynn Slack

- Endowment reached more than \$380,000.
- Contributed over \$20,000 to assist the Andover school district's purchase of Powerschool, a web based student information system.
- Created an Endowed fund honoring retiring superintendent, Pat Terry.
- Memorial established for Beth Ralston
- Andover Advantage Foundation received an Award from the Confidence in Public Education Task Force.

2005/2006

President: Lynette Juresic

Giving Campaign Chair: Laura Naff

- 230 volunteers contacted over 2,000 families and businesses during our Annual Giving Campaign.
- 72 Academic Advantage Grants were awarded totaling more than \$60,000 – our largest annual grant cycle ever. Since its inception, the Foundation has awarded over \$231,000 to Andover classrooms and teachers.
- The permanent endowment fund continues to grow and now exceeds \$500,000.
- The Foundation received the Golden Key Award from the Andover School District for making “outstanding contributions to the district that significantly impacted the students and the school district.”
- The Foundation received The Friends of Education Award from the Kansas Association of Elementary School Principals for “providing exceptional support to education in the local community.”
- Our database of district patrons was converted to a new software program that will provide enhanced communication with our donors and more accurate information for our volunteers.

Melinda Fritze
November, 2006

MULVANE FOUNDATION COMMITTEE
JULY 18, 2011

From Dale
Graham

1. Board of Education approves the establishment of a foundation.
 - a. Board of Education policies on fundraising

2. Superintendent and Board of Education Liaison identify foundation steering committee.

3. Apply for a 501 (C) (3). (School district attorney review)
 - a. Complete IRS SS-4 Form to secure a federal identification number
 - b. Prepare articles of incorporation and bylaws
 - c. File articles of incorporation with Secretary of State.
 - d. Complete IRS form 1023 and 501 (C) (3) application with articles of incorporation and bylaws
 - e. File IRS form 990 each year.

4. Purchase general liability insurance

5. Recruit Board of Directors
 - a. Board packet: Job description, personal information sheet, organization description
 - b. Set up committees
 - c. Mission Statement, policies and procedures, etc
 - d. Distribution of funds

6. Fundraising
 - a. Patron campaign
 - b. Alumni campaign
 - c. Employee payroll deduction
 - d. Corporate partner campaign
 - e. Memorial campaign
 - f. In-Kind gift campaign
 - g. Planned giving campaign
 - h. Recognition campaign
 - i. Special Events

7. Conduct media campaign