

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

**September 19<sup>th</sup>, 2011 – 6:00 p.m.  
Mulvane School District Offices – Conference Room  
U.S.D. 263 Administrative Center - 628 E. Mulvane Street, Mulvane, KS**

**OUR MISSION  
BUILDING FUTURES. STRENGTHENING MULVANE**

**Call To Order** - The meeting commenced at 6:00 p.m. with a Call to Order by Board President Frank Carson III. A quorum was established.

**PRESENT:** Frank Carson III, Tom Keil, J.T. Klaus, Shelly Milledge, Jeri Myers, Natalie Gosch

**Minutes** - Motion made by J.T. Klaus and seconded by Shelly Milledge. Motion passed and minutes from the August 29, 2011 meeting were approved.

**Legal Status** – JT Klaus provided an update on the status of the foundation’s application for IRS approval. JT had phone discussions with IRS representative, Joy McCoy from the Denver office. Ms. McCoy was impressed with the response submitted by JT and stated a letter was in the mail. JT felt a positive outcome from the IRS was imminent. JT provided the board with a draft letterhead which is attached. Consensus was to adopt the letterhead with changes noted.

Also under legal issues:

- Need policy for receiving donations
- Bylaws must disclose conflict of interest

**Standing Committees** – Frank Carson initiated discussion regarding the various committees and possible assignments. A list of committees and possible members assigned to the committee is listed below. The individual names identified with a specific committee are offered only as possible assignments. Board members should consider what area they feel they could best serve the foundation.

- Executive Committee – Should include JT Klaus
- Nominating Committee- Frank Carson
- Marketing/Communications – Kim McGuire
- Finance – JT Klaus
- Fund Raising – Natalie Gosch
- Alumni Development – Jeri Myers
- Endowment – Don Pennington
- Allocations – Tom Keil
- Scholarship Committee- Shelly Milledge

The Board will continue working on developing committee assignments and roles and responsibilities. We also need more discussion regarding whether or not we are looking at too many committees.

General Liability Insurance of Directors and Officers – Mr. Carson has completed the application and is awaiting a response from Mr. McGuire.

**Other Discussion Items**


We should start thinking about school supply packets as a possible fundraiser for the foundation. Must show value in the packets and include items that can only be purchased from us. Tom will bring a list of school supplies purchased by the district.

**Next Meeting** – The next meeting is scheduled for 6:00 p.m. on Monday, October 17, 2011.

Respectfully submitted,

**Tom Keil**, Secretary  
Mulvane Education Foundation, Inc.

Minutes approved on \_\_\_\_\_



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

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# MULVANE

**EDUCATION FOUNDATION, INC.**

628 E. MULVANE STREET

MULVANE, KANSAS 67110

FRANK CARSON III, PRESIDENT

KIM MCQUIRE, VICE PRESIDENT

TOM KEIL, SECRETARY

NATALIE GOSCH, TREASURER

**BUILDING FUTURES. STRENGTHENING MULVANE.**

Mulvane Education Foundation  
Committees and Assignments  
Draft 9-16-2011

### **Nominating Committee**

The purpose of this committee is to develop nominations for the Board of Directors and Officers appointments. To work as a committee of three or four appointed by the nominating chair.

- To review the Board of Directors membership tenure annually in April in order to determine how many board members to replace
- To compile names of individuals as prospective members during the month of April and May
- To invite new members to serve on the board.
- To develop a slate of Officers.
- To recommend a slate of Officers and new board of Directors to the current Board of Directors to be voted upon annually in August.
- To prepare and send letter of appointment of service.

### **The Marketing /Communications Committee**

The mission of the Marketing/Communications Committee is to develop information on the Foundation's programs and activities as established by the Foundation's Board of Directors. The committee is to carry out its mission by preparing a fact sheet for foundation members, including research on education, other organizations, legislation and other matters related to the purpose to the community and donors through media, visuals, brochures and other publications concerning the Foundation. The committee is to provide personal contact by scheduling Board of Directors and/or committee members to speak to organizations concerning the Foundation.

#### Premises

Needed support and information will be provided to the Committee by the Board of Directors and/or committee member to enable the Committee to prepare reports for the community and donors.

#### Goals

- A. To communicate fully and adequately with the Foundation's beneficiaries, contributors, the Mulvane community and other interested parties about the Foundation programs.
- B. To assist the Foundation in implementing its programs.
- C. To foster support of the foundation.

## Actions

The chairman will prepare and distribute all press releases concerning the Foundation. Detailed information concerning press releases is to come from and/or be approved by the Board of Directors

- Supports all events and activities of The Foundation
  - Press Announcements
  - Photos
  - Invitations
  - Programs, flyers
  - Acknowledgments
  - Speaker Scheduling
  - Facts and Figures
  - Newsletter
  - Stationary
  - Video
  - Visuals
- Develops and maintains written materials, promo video and future website
- Develops and maintains future Facebook

## **Finance Committee**

The purpose of the Finance Committee shall prepare the annual budget for presentation of the Board. The committee shall also have the responsibility to review asset management, and shall develop policy recommendations to the Board in respect to the following and other areas of financial administration of the Foundation:

- Budget
- Accounting and Custodial Systems
- Banking
- Audits
- Investments

The Foundation is intended to be an ongoing asset of the Mulvane community. It is to provide continuing supplementary support to the Mulvane School District, and to be a future reliable, secure source of assistance to the school district. The role of the Finance Committee is to assure that financial policies and practices help ensure that these expectations of the Foundation are met.

## **Goals**

- A. Submit proposed Foundation budget to the Board of Directors 30 days prior to commencement of each fiscal year.
- B. Assure that the Foundation establishes and maintains appropriate accounting, record-keeping and reporting systems, including adequate internal controls.
- C. Conduct an annual audit by an independent certified public accountant.
- D. Develop and implement a prudent income and growth investment program.

## **Fund Raising Committee**

The mission of the Fund Raising Committee is to cause funds to be given to the Foundation to enhance the basic public support of the educational programs and goals established by the Foundation's Board of Directors. The committee is to carry out its mission by soliciting all prospective donors in Mulvane and elsewhere, through written and verbal contacts, either with individuals or groups, through fund raising campaigns and events, through applications to other foundations and potential givers, and through all other appropriate means and methods.

### Premises

A. Potential donors are available in Mulvane and elsewhere to provide adequate support to the Foundation of its objectives and programs are effectively established, explained and administered.

B. Needed support will be provided to the Fund Raising Committee by the Board of Directors and by other committees to enable the Fund Raising Committee to meet its short-term and long-term goals.

### Goals

Implement major fund raising program by 2011-2012. Organize supplemental fund raising program until the Foundations goal of endowment of \$\_\_\_\_\_ is reached.

### Actions

- A. Develop, prepare and send letter of report and solicitation for current and planned gifts to all parents of students attending Mulvane Schools.
- B. Identify and organize contact with potential major donors (individuals, foundations, businesses and others) and request current and planned gifts from them.
- C. Organize task force to personally contact potential donors.
- D. Make reports of progress and planned giving solicitations available to the Public Information Committee.
- E. Provide to Public Information Committee regular updates on contributions.
- F. Arrange social events specifically related to fund raising.
- G. Invite and acknowledge donors at award receptions.

## **The Alumni Development Committee**

The purpose of this committee is to provide an outreach opportunity for alumni of the Mulvane School district to support their alma mater via contributions to The Foundation for grants and scholarships.

- works with the Mulvane Alumni Association
- solicits funds from MHS alumni to support Education Foundation grants and scholarships.

## **The Endowment Committee**

The purpose of this committee is to provide for a growing pool of funds that will permanently sustain the mission of The Education Foundation and to provide donors with opportunities to make gifts in perpetuity.

- meets quarterly and reports to the full board in May, August, November, February.
- sets policy for distributions of restricted and unrestricted funds as per donor intent or Foundation guidelines.
- monitors investment management of Foundation funds
- monitors the status of multi-year pledges
- encourages memorials as a perpetual gift or honor
- develops marketing strategies to build awareness and bring new money to grow the endowment
- makes annual distributions (only the earnings are distributed and spent)
- manages scholarship distribution, and acts as an agent for restricted funds.

## **Allocations Committee**

The Allocations Committee is the principal committee through which the Foundation implements its programs. The committee sets standards for applications for grants under the Foundation's announced programs; it develops recommends funding or other actions to the Board of Directors. The committee will make an annual recommendation to the Board of Directors on the percentage of yearly income that will be allocated to the endowment fund and the amount to be made available for grants. The committee operates in close coordination with a subcommittee of school district personnel to assure that projects chosen to receive grants meet the goal and objectives of USD 263.

### Allocations Committee Operating Guidelines

The Allocations Committee is given the responsibility to receive, review and award projects for grants. The Allocations Committee must be adequately staffed and trained in order to review proposals. The Chairman of the committee must be willing to commit to support the review process. The committee will provide written communications to all applicants

regarding the status and thanking them for their application. The subcommittee of school district representatives must work in the cooperation with the primary committee to assist in the process and answer questions relating to the grant request. Budget for this committee is set annually by the Finance Committee with the maximum dollar allocation available to be set by the Finance Committee with Board approval. The committee shall made up of eight (8) members:

Committee:

1. Five representatives from the Foundations Board of Directors.

The five representatives from the Board of Directors shall develop and receive applications, notify applicant(s) of receipt of the form, remove the informational cover sheet and assigning an office number to the project and forward the application on to the Subcommittee.

Subcommittee:

1. Three teacher representatives from each divisional level of the district will be appointed, i.e., K-5, Middle School and High School.

The subcommittee will review the applications prior to the final Allocations Committee decision to ascertain the educational appropriateness of the project grant request. The subcommittee shall not know the name or school of the applicant. The subcommittee shall rate the proposals on a criteria review form, make comments as necessary and return the applications to the Allocations Committee.

### **The Scholarships Committee**

The purpose of this committee is to award Foundation scholarships to MHS graduating seniors.

- sends out scholarship applications via the high school counselors for available Foundation scholarship
- meets once per year to review and rank the scholarship applications
- submits its results to the Foundation Board in April.