

**WESTLAKE EDUCATION FOUNDATION**  
**Minutes from 8/17/11 Meeting**

The August 17, 2011 meeting of the Westlake Education Foundation was called to order at 7:10 pm at Porter Library by President Jen Novak.

Members in attendance:

Jenifer Novak, Sally Balch, Christine Picard, Tom Urich, Laura Cooley, Pam Griebel and guest Steve Urich

The minutes from the April meeting were distributed. Sally motioned to accept the minutes as printed, Christine seconded the motion and the minutes were approved as printed.

Jenifer met with attorney William Culbertson regarding residency requirements for members. They reviewed our by-laws as the Foundation does not wish to jeopardize their tax-exempt status.

The By-Laws stipulate that **members** must be residents of the City of Westlake. The **Board of Trustees** is the governing body and is composed of 9 people who may vote/appoint officers. There is no residency require for the board of trustees. Board members have 3 year terms. The By-Laws also state that the 4<sup>th</sup> Monday of January is to be scheduled for a membership meeting.

The Executive Director of the Foundation is the Superintendent.

Laura motioned to nominate Steve Urich as a member of the board of trustees. Tom Urich seconded the motion. All were in favor. We welcome Steve Urich to our board of trustees. Pam will work on a resolution to appoint Pam as the Board of Education representative.

Committee help is needed on the following:

Grant Follow-up

Grant response letters mailed out

Create a database of all contributors and members

Christine has a start on this and will e-mail for conversion to a useable database

A fundraiser must be determined and completed

Options: On-Line Auction – sell gift cards, homemade items, etc.

Suggested we set up a Facebook Page and get friends to sign on.

Tom will update the web site as needed

There will no longer be candle sales. Robin Moodley is leaving the Foundation as a member.

Steve suggests we get sponsors on our web site.

We need to identify businesses and find the proper person to contact. It usually involves at least a letter and 2 phone calls. Jen will work on getting the tax abatement list for the city of Westlake.

We will use the database to e-mail for distribution

Members are to think of donations for the auction.

Our current balance is \$19,139.85.

The meeting was adjourned at 8:27 pm.