

AVPA Foundation Board of Directors

June 30, 2005 Meeting

Action items in yellow

NEXT meeting Monday July 18, 7pm @ Kathy Wexler's house

Present: Steven Wallace, Pres.; Deborah Myers, VP; Mark Sieke, Treas; Donna Thayer, Dance; Jade Singer, Film; Kathy McConkey, Theater; Jessica Ahearn, Art; Kathy Wexler, Music; Mark Rubin, at large.

Absent: Dan Nannini, Sec

### Old Business

1. Each member will closely review the by-laws and forward any suggested changes or questions to the entire group. - discussion of final draft
  - a. Last changes were agreed upon including
    - i. Move 3.17 to 3.06 so that the rules on interested persons are adjacent
    - ii. Section 5.01, adopt the language of 3.05 to allow up to two nonparents upon a vote of the board
    - iii. Make 5.08 conform to the language of 8.04
    - iv. 7.01 add language allowing the Foundation to advance legal fees if needed
    - v. 8.02, make the first occurrence 8.01
  - b. The discussion of 7.01 led to a lengthy discussion of the legal liability of directors. It was noted that the by-laws allow for the purchase of officers & directors liability insurance should it be deemed advisable at some later date.
  - c. Mark S. will incorporate these last changes and get a copy to Tony Spano in time for their July 7 meeting with the new principal.
2. Reports: Each department representative will contact their department chair and ask if there is "boilerplate" language that describes their activities that we use in grant applications.
  - a. Kathy M. brought in copies of a number of documents used in the past by the AVPA for grants and for describing the Academy. These were circulated.
  - b. Debbie reported that she obtained information from Art and circulated it by email. It was in Mac format and she was not able to open it.
  - c. Kathy W. contacted music
  - d. Jade talked with film and found out that many past files were thrown away. She talked with Jim Knight and he said he was willing to attend a Foundation meeting to share his ideas about how to pitch the AVPA and routes for fundraising. [we should pick an early fall meeting to invite him to]
  - e. To also assist with grant writing it was discussed that we should develop a list of awards and accomplishments. It was noted that the recent press release on the year-end wrap up would provide most of this for the past year. [see attached]

- f. It was also felt that it would be good to have a couple articles on the value of arts education that could be shared. It was suggested that we start a Yahoo briefcase. [Steve looked into this and Yahoo now charges to make briefcase contents available to a persons other than the account holder. So it looks like this would best wait until we have a web site and can post documents for board members there]

### 3. Fundraising

- a. Each Board Member and Officer agreed to identify one grant opportunity by the next meeting and commit to submitting a proposal to that site before the new school term or as soon as feasible (pending the School Board approval of the organization). We will report on the opportunities at the next meeting.
- b. Kathy M has subscribed to the Grant Station Insider and will circulate it to the board members and officers to help identify funding opportunities.
- c. Debbie and Kathy W offered to draft a parent fundraising letter that could be sent out upon School Board approval of the organization.

### 4. Art student logos for Foundation

- a. Debbie brought in several logo designs from Kristine's art class. Everyone looked though them and were impressed at the creativity and quality of all of them. The consensus was that a design by Monica Morino would work best. Since it was done in pencil, Debbie will see if she could redo it in pen/ink so that it would scan and reproduce well. She will send thank you notes to all the student who submitted designs.

### New Business

#### 5. Board membership

- a. Since Mark Rubin is playing an active role in the board it was decided to expand the AVPA board by one (as allowed in by laws section 3.01) as an at-large board member with a one year term.
  - i. Next meeting we should formalize whether or not this position sunsets at the end of the term.

#### 6. Use of Foundation assets

- a. The issue was raised about principles for the allocation of funds that the Foundation will be raising. The following guidelines were discussed, and should be formalized at the next meeting.
  - i. After identifying a department specific grant or other fund-raising opportunity, the person should consult with the appropriate department chair about its desirability, feasibility, and priority. No department specific

- grant should be written without the chair's approval.
    - ii. All grants that are obtained for a specific department should be spent on that department, less a Foundation administrative fee if needed and/or an AVPA-wide set-aside if established.
    - iii. Grants and fund-raising that are not department specific should be approved by the AVPA Executive Director.
    - iv. All grants and fundraising that are for the overall AVPA should be allocated based on the priorities developed by the AVPA Executive Director and Department chairs.
    - v. **The Foundation will establish a place on a members only section of its site** where people can list the grants and fundraising they are working on so that there is no overlap or duplication of effort.
  - b. **Mark S. offered to start drafting accounting procedures for the next meeting,** so that the details of how funds would be accounted for and dispersed were clear.
  - c. There was also a discussion of maintaining contact with Inez Bush, the District Arts Coordinator, after we are formally established.
7. Strategy for approaching board members to support Foundation
- a. When the CCHS Principal's endorsement is obtained, the proposal will go to the board. To facilitate approval, the following people offered to contact board members to encourage approval prior the to board meeeting.
    - i. Dana Russell - Mark R
    - ii. Jessica Beagles-Roos - Kathy M
    - iii. Saundra Davis - Jade
    - iv. Marla Wolkowitz - Donna
    - v. Stewart Bubar - Debbie
    - vi. David El Fattal - Mark S

#### For Next Meeting

We started a discussion of honorary board members who would have no voting privileges but whose association with the Foundation might be helpful in fundraising. This discussion will be continued at the next meeting.