

OSF Meeting Minutes

March 9, 2016

Roll Call of Members Present

Amy Curren (Adamski)	Leslie Carr	Ellen Daniel
Trina Floyd	Hans Giller	Aaron Haar
Amy Hansen	Eric Heintschel	Tammy Hughes
Mindy Kennedy	Lisa Maletich	Greg Row
Brent Shimman	Chris Walendzak	

Record Visitors – none

Approval of Minutes from January 13, 2016

Motion to approve: Ellen Daniel, 2nd Amy Curren (Adamski)

Treasurer's Report

Checking current balance \$66,738.30

Investment current balance \$164,616.45

Motion to approve: Greg Row, 2nd Trina Floyd

President's Report

- a. Endowment Allocation - Annually 10% of total revenues minus restricted funds are deposited to the Endowment Fund. Need to hold to that policy. Therefore, a total of \$10,500 will be deposited; included in this is 10% of total revenues from 2012-2015. Motion to approve: Hans Giller, 2nd Eric Heintschel.
- b. The Annual Task Calendar - shows when the work of each committee needs to be done to obtain OSF goals. May need to make a few changes based on timing. Please notice that all committees are listed for the Annual Fund Kickoff in April and Annual Fund follow-up calls; this is key to be able to grow. The goal for this year is 150 donors.

Board of Education's Report

No report given

Superintendent's Report

Stadium update

Total project is \$370,000 out of pocket which includes \$250,000 in-kind labor

The district received \$285,000 in a one-time medical reimbursement

The Athletic Booster Club committed to \$50,000

Still looking to raise \$35,000

Manager's Report

- a. OSF was originated in 1991. This is our 25th Anniversary. We are in the process of locating the founding members. We would like to invite them to November's Donor Appreciation Event.
- b. Athletic Booster fundraiser gift – checking the bylaws on the possibility
- c. Thank you cards were made & signed by all in attendance for the students who created & donated their artwork for Frost Fest. Thank you letters & tax forms were mailed to our donors.
- d. Ron Blausey from Genoa Bank is interested in joining OSF. He will attend the May meeting.

Sub-Committee Reports

- a. Grants – we have not received any grant requests as of yet. Target dollar amount to offer is \$8821.
- b. Development
 - Need to follow up with small businesses and meet individually with the top 10
 - Working on Annual Fund ask documents including a PR piece that illustrates success stories. The goal is to mail these out early April, make calls in May and finish in June.
- c. Allocation – schedule annual allocation discussions with OCS district leadership team this month to draft the needs for the 2016 Annual Fund.
- d. Financial – we are reviewing the process of Investment & Accounting Policies, bank choice, better rates or better relationship status.
- e. Communication/PR/Mktg – Annual Report/Newsletter will be done within the next two weeks. This will be our PR piece to show what OSF has done and the projected future.
- f. Governance – no report
- g. Event Planning –
 - Frost Fest was very successful. We raised \$29,568.
 - OSF participation:
 - Board members – 100%, \$4,535 in tickets and auction item value
 - Committee Members – 71%, \$4669 in tickets and auction item value
 - Thank you to everyone who contributed in some way
- h. Planned Giving – no report (will administer this once all other avenues are running smoothly)

Other Items

- Plan to have committee member descriptions available so individuals can change committees if they would like for a better individual fit.
- Starr's 501c3 paperwork has expired. We recommended contacting Jerusalem's & Coy's parents group to find out how they process 501c3 status. As long as it meets our Ethics and Values, OSF can be a short-term bridge until the paperwork is filed.

Motion to adjourn: Amy Curren (Adamski), 2nd Ellen Daniel.

Respectfully Submitted,

Chris Walendzak