

**MINUTES**  
**EDWARDSBURG PUBLIC SCHOOL FOUNDATION**  
**WEDNESDAY, APRIL 18, 2007**

Present:           Darrin Schaap, President           Pat Bellaire           Diane Miller  
                  Stan Disher                       Doug Stickney       Bob Runkle  
                  Scott Anson                        Deb Cripe            Mike Miller  
                  Cindy Ostrom

- I.       Called Meeting to order at 6:10 PM
- II.      Approval of March 6, 2007 Minutes  
Motion to approve minutes as written made by Doug Stickney. Second by Pat Bellaire. March 6<sup>th</sup> minutes approved by unanimous vote.
- III.     EPSF Financial Report  
EPSF current financial balance is \$1,643.00
- IV.     EPSF Website Development  
Garret Miller's portion of the website development is completed. A link was sent to all board members to review earlier in the day. Everyone was encouraged to look at the website and let Darrin know of any changes, suggestions, corrections. Etc.
- V.      Other Business
- a)      Examples of scholarship applications were distributed for review/consideration
  - b)      It was suggested the grant application be put on website
  - c)      It was suggested a donation form be put on website. This donation form should include the option of having the dollars dedicated to the "general fund" or "endowment fund."
  - d)      The website should have a "how to" donate which would show tax benefits for different income brackets.
  - e)      It was suggested special "groups" be assembled
    - 1)      Fundraising
    - 2)      Event Planning
    - 3)      Scholarship/Grant Review
  - f)      Different funding/scholarship options were discussed
    - 1)      Specific (ie: Della Krup Memorial Fund)
    - 2)      General Fund (secondary or Vo-Tec education – suggested working off the interest)
    - 3)      Long term commitment/opportunity
  - g)      It was decided the first step would be to identify key messages to share with potential donors. Mike Miller will work on key messages important to share with potential donors. One of the messages would be to set a budget goal with specific measurements (ie: mini-grants, scholarships; endowments) Other budget figures should include directors liability insurance, marketing expenses (postage, printing, etc.), and fundraising expenses. Mike will present at May meeting.
  - h)      It was determined some activity needed to be done before fundraising began in order to show potential donors our success. Darrin will meet with Kathy Dew to help get grant applications to teachers for the 2007 school year. This mini-grant application will have a 30 day deadline (May 15<sup>th</sup>). All applications will be brought to the May board meeting for review.
  - i)      Once the key messages, budget, program goals and measurements are identified we will develop a promotional piece to distribute. This promotional piece will also include some success stories (mini grants awarded, etc.)
- VI.     Set next meeting date(s)  
After some discussion, it was decided the third Tuesday of each month would be set for future meetings. The meeting time will be 6 PM at the Administration Building. Following are upcoming meeting dates:  
May 15<sup>th</sup>, 2007                    June 19<sup>th</sup>, 2007                    July 17<sup>th</sup>, 2007                    August 21<sup>st</sup>, 2007
- VII.    Meting adjourned at 8:20 PM.

Minutes respectfully submitted by: Cindy Ostrom, EPSF Secretary

