



## **Walton High School Foundation**

### **Board of Trustees Meeting Minutes**

**April 21, 2015 4:00 PM**

**Media Center Conference Room**

### **Called to Order at 4:12 pm.**

**Those in attendance:** Sallie Winokur, Hilary Hill, Judy McNeill, Sandra Hausman, Debra Tant,

**Those not in attendance:** Patti Morgan. A quorum was met.

### **Opening Remarks**

Sallie updated the group regarding the retiring Coke executive who wants to help fundraise for the Foundation. He finally received the list of Coke employees who have contributed to the Foundation and would like to invite all of them (and potentially all Coke employees with students at Walton) to his house in August for a cocktail party. He will have the Coke matching representative at the party and will try to make it easy for employees to make donations. Mr. Boyle will be in touch with Sallie sometime this summer to finalize plans. Given that we are contemplating a "Fall Campaign" in August, the timing of this event could be absolutely perfect.

### **Treasurer's Report**

Nicole reported that after paying the school in full for the 2014/15 part-time teachers (five) we will have \$144, 608.64 in the bank account (as of April 21, 2015). We have had a very successful campaign, but still need to raise another \$40K to fully fund four part-time teachers next year. This amount was determined by the following:

**\$144K - \$20K** (balance Trustees determined was required to cover organizational expenses for a year - **\$16K** was spent this year) - **\$6K** (Naviance Start-Up expenses) **+\$7K** (Matching Funds in process) - **\$165K** (cost of four part-time teachers with the 4% raise) = **\$40K**.

Cobb County has been slow to bill the school for the part-time teachers, which has resulted in having large balances remaining in our bank account. In order to keep our accounts clean and current, our policy will be to work with the Administration and the County to determine our total invoice for the part-time teachers hired for the 2015/16 school year (either three or four). We will then make quarterly payments to Walton for the teachers based on the invoice total. Our account will remain current and the school will have the funds readily available to pay the invoices promptly upon receipt from Cobb County.

Nichole discussed the difficulty of projecting expenses because of delayed reimbursement requests. The Trustees determined that a new policy will be in effect in July 2015, which states all expenses must be submitted for reimbursement within 30 days from the date incurred.

Nichole will work with the Trustees and Chairs to determine a budget for each committee for the 2015/15 school year. Expenses must be reviewed by the Vice President prior to submission for expense reimbursement.

## **Administration Report**

**Mrs. McNeill spoke with the CCSB and they would like us to have 20-30 people (wearing Walton blue) at the CCSB meeting on 4/30. The meeting begins at 7 pm. Please plan on arriving by 6:30 pm and bring lots of friends and family with you.**

## **Reports of Officers/Committees**

- Fundraising – Sandra Hausman and Debra Tant
  - The Ground-Breaking Ceremony was discussed. It will be on May 15 in between the JV and Varsity Raiderfest Football games (so approximately at 6:15 pm).
  - Planning document will be distributed to Ground-breaking planning committee.
  - Patti to work on securing funds (from the contractor) for the ceremony. In addition, she will secure all “ceremonial” items (hard hats, shovel, dirt, tarp, etc.).
  - Sandra and Debra will work on music, invitations to Jr. Raiders, Run Through Poster, etc.

- Sallie to coordinate communication and promotion of the event, as well as securing Food Trucks (2 dinner options, 1 dessert truck).
- Hilary to organize t-shirts to be sold during the week prior to the event. She will ask the Robotics Team to throw left over shirts into the crowd.
- Board of Trustees to meet prior to 5/15 to complete handwritten thank you notes to our most generous and/or consistent donors.
- Patti and Vonda are also sending handwritten notes to some of the families who have not yet donated but have done so in the past.
- “411” will contain fundraising updates (2 more thermometers) to keep everyone informed on our progress. We also need to make sure all donors have received their thank-you & tax receipt.

Announcements

**May 5, 2015 at 5:30 pm – Final Meeting of 2015**

Adjourned at 5:55 pm.

Respectfully submitted by: Hilary Hill, Secretary

