

Bay Village Public Schools Alumni Foundation

Meeting Minutes

January 03, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:05 p.m. on January 03, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Jane Rock Amy Huntley Judy Norton
Louise Manke Tom Roehl Carol Cole Nancy Wargo Al Nelson
Tom Phillips Hugh O'Donnell Wayne Reese
Sally Price Nancy Mitchell

Approval of Minutes from Last Meeting

The minutes from the December 6, 2010 meeting were accepted.

Treasurer's Report

Jane received \$60.00 in regular donations and \$50.00 for the sale of 5 FunDaz cards. Another \$145.00 was deposited 1/3/11 and \$125.00 was received in the mail 1/3/11. There is a CD maturing at the end of the month; it will be determined whether a short-term CD or the Money Market account would be best before possibly moving it to The Cleveland Foundation. Total BAF funds are \$59,029.95 with \$7,759.68 in operating funds. The cost of printing and mailing the newsletters has not been received.

Open Issues

Newsletters were mailed the last week of December, discussed the mailing of duplicate newsletters to the same address and "Return Service Requested" from

the postal service. Still tweaking the database. The next **newsletter deadline** is March 1, 2011. Al Nelson will have a full page flyer for the Tri-Bay Golf Outing; he is currently working on getting the date changed to June 17, 2011. Distinguished Alumni/Educator article and nomination form will be included in this newsletter. Mara will send details of **PayPal donations to Jane**. **Homecoming** will be Friday, September 23rd. This will be our "on" year for Distinguished Alumni/Educator. **Fundraising** will be Donate Your Class Year Plus \$1.00. Returned to the idea of 75 alumni donating \$1,000.00 each to the Endowment Fund. This is how the Endowment Fund was started. The donators to this fund will be recognized in the next newsletter and perhaps added to the wall at the high school. **Minutes** from previous meetings need to be located for IRS requirements to maintain non-profit status, in addition to determining the original purpose of the Endowment Fund and its earnings. Regarding the sharing of the **database** of names of alumni, we need to have a privacy policy in place. Looking into an avenue to which we can issue **scholarships**. We may take part with the Kiwanis event in presenting scholarships. Scholarships are issued through the high school guidance office. We will do the **2nd Grade PowerPoint presentation**. Paul will supply some pictures and Tom Phillips will put together the presentation. Paul Hartranft, Wayne Reese and Tom Roehl will go to the classrooms; Amy Huntley will coordinate the presentation with the schools. Goal date for completion will be mid-April. Review the new By-Laws prior to next meeting and be ready to discuss.

New Business

Jane Rock would like to retire as **Treasurer**. Discussed her duties as Treasurer. Hugh O'Donnell and Amy Huntley are considering jointly taking the position.

Bay Days is Friday, July 1st through Monday, July 4th. Paul will contact Tony Dostal to sign up as a new group. We need ideas for our booth.

Adjournment

Next Meeting February 7th at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 8:12 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

February 07, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:00p.m. on February 07, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Jane Rock Amy Huntley Al Nelson
Tom Phillips Tom Roehl Carol Cole Nancy Wargo Nancy Mitchell
Kevin Missal Hugh O'Donnell Wayne Reese Judy Norton

Approval of Minutes from Last Meeting

The minutes from the January 3, 2010 meeting were accepted.

Treasurer's Report

Treasurer's report was unavailable. Mara received some donations in the mail from alumni in California. The CD in the amount of \$23,654.01 that matured has been moved to a Money Market account. There was \$81.84 received from returned newsletters.

Open Issues

Reviewed the revised By-Laws. A few typos will need correcting on the 1st and 6th page. The Mission Statement should perhaps be re worded to be consistent with the mission statement on the 501(c)(3) application that we are a resource for support to the Bay Village Public Schools through the donation of time and/or money. Amy and Paul will look for minutes regarding the actual phrasing on the 501(c)(3) application. Discussion was made regarding the requirements of membership and definitions of Trustees/Board of Directors, Voting Members, Honorary Members and Life Members. Voting members should be present at nine of twelve annual meetings. The Trustees oversee the performance of the Officers. Amy will try to obtain a copy of the Rocket Foundation By-Laws and Wayne will obtain a copy of the Ed Foundation and Village

Foundation By-Laws. Proxy votes will be determined once we have a definition of a voting member. Section 3.06 - Organization, item (vi) Consideration of unfinished business will be moved to the position under (iii) Presentation of financial reports. Section 4.04 - Vacancies (b) needs to be re-written. Section 7.02 - Appointment of Term Office, agreed that it should state that Officers will be voted on annually, the slate will be presented in December and voted on in January. Section 7.04 - Duties of Officers, we will add "he or she" to the title. The BAF Treasurer position that is open will be filled by Hugh O'Donnell, receiving some assistance from Amy Huntley. Hugh and Mara will meet with Jane Rock to discuss the duties of the Treasurer. Newsletter deadline is March 1, 2011. Al Nelson will have information for the Tri-Bay Golf Outing. The date will be June 10, 2011. \$1,000.00 donators will be named in the newsletter. Minutes from previous meetings still need to be located. The Secretary shall keep the copies of the Minutes. Regarding the 2nd grade power point presentation, Paul will supply some pictures and Tom Phillips will put together the presentation. Goal date for the presentation is May Paul is waiting for a return call from Tony Dostal regarding BAF participation for Bay Days. Nominations are coming in for the Distinguished Alumni/Educator. Master database is coming along.

New Business

David Snyder is looking for assistance on a Classmates.com project. They will scan all the yearbooks for us free of charge.

Adjournment

Next Meeting March 7th at the Bay Village Police Station Community Room.
Mara Manke adjourned the meeting at 8:05 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

March 07, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:02 p.m. on March 07, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Jane Rock Al Nelson Guest- Nolan Andersky (Avon '09)
Tom Phillips Tom Roehl Carol Cole Ike Ganyard
Kevin Missal Wayne Reese Judy Norton Nancy Mitchell

Approval of Minutes from Last Meeting

The minutes from the February 7, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report was read for January, \$1,801.41 was received in donations. \$2,163.51 was disbursed including a check to Stuart and Associates in the amount of \$2,157.51 for the printing of 8,800 newsletters and the mail prep of 8,280 newsletters. The CD in the amount of \$23,452.01 that matured in January was transferred to a Money Market account. The CD maturing March 1st will be allowed to roll over.

The February report included disbursements from the postal account of \$1,075.02 for the mailing of 8,274 newsletters and \$99.86 for the Tri-Bay Golf Classic, leaving a balance of \$827.10 in the Bulk Postal Account. February donations were received in the amount of \$473.48 and \$837.66 was paid out. Ending cash balance for all funds held is \$57,301.78.

Open Issues

Discussed the language of the revised By-Laws. A Member shall be Bay High School graduates and current/former faculty members of Bay High School. The Trustees are the overseers of the functions of the Foundation and duties of the Officers. The Executive Board exists of the Trustees and the Officers. Section 2.03 - Honorary Member shall be stricken from Article II Membership. The Honorary or Life Member title will be reserved for members that have made a donation of \$1,000.00 or more and will be recognized, but this title will not be included in the By-Laws. Section 3.05 - A Quorum will be seven members present to be eligible to conduct business at a meeting, there will not be an attendance requirement. Written proxy shall be stricken from the definition. Section 3.06 - Organization, item (vi) Consideration of unfinished business will be moved to the position under (iii) Presentation of financial reports. Section 4.02 - The Trustees shall consist of not fewer than four Trustees. Section 5.01 - Code of Regulations. A reference to Robert's Rule of Order shall be included. Paul has supplied the pictures to

Tom for the 2nd grade power point presentation; Tom has returned the presentation to Paul for picture descriptions. Goal date for the presentation is May. Paul spoke with Tony Dostal regarding BAF participation for Bay Days. He will try to get a list of past participants so that we will not duplicate. We may want to partner with another organization for the man power needed. A minimum of eight people are needed to man a booth. 1994 Class Rep Ryan Crane has been found. Rosters have been sent to the Class Reps.

New Business

The slate of 2011 Officers is as follows: Mara Manke, President; Paul Hartranst, Vice President; Hugh O'Donnell, Treasurer; Tom Phillips, Corresponding Secretary; Nancy Mitchell, Recording Secretary.

Adjournment

Next Meeting April 4th at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 8:00p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

April 04, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:04 p.m. on April 04, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Tom Roehl Ike Ganyard Nancy Mitchell

Tom Phillips Carol Cole Sally Price

Kevin Missal Judy Norton Hugh O'Donnell

Approval of Minutes from Last Meeting

The minutes from the March 7, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report for March was unavailable due to the change in the Treasurer position. Hugh O'Donnell has met with Jane Rock and has taken over the position of Treasurer effective April 2011.

Open Issues

The revised By-Laws were distributed; Mara asked that everyone review them one last time before the May meeting. Mara would like to see a copy of the 501(c) 3. Sally has copies of old Minutes that she will copy and bring for collection. The Minutes will be archived possibly at The Board of Education or the Osborn House. Nancy will also store copies of the Minutes electronically. Financial documents older than five years will be sorted and purged. It has been noted that the interest earned on the Endowment Fund may be used for operating expenses. In addition, the interest earned on the individual class funds held is available for use. The pace at which we earn interest will determine the amount and quantity of scholarships we will be able to offer. Tom scanned in the form of a slide show, the 2nd grade power point presentation and gave to Paul to look at; Paul will get back to Tom in regards to the picture descriptions. Goal date for the presentation is May. Mara spoke with Mark Mutch regarding BAF participation with the Rocket Association for Bay Days. Mark is going to discuss this at his next Rocket Association meeting. He thinks it is a good possibility; we will then have the use of people to staff the booth. Mara has three nominations for the Distinguished Alumni/Distinguished Educator, Carole Cooney Noon '67, Bob Berger and Chuck Millheim. We will look back at previous nominations. The deadline for nominations is at the end of April. It was discussed whether Bob Berger graduated from Bay High School, apparently, deceased alumni have been deleted from the database. Mara is working with Modern Media to have them added back. Ike will bring bios of previous recipients of the DA/DE. Mara has found 1997 Class Rep Elizabeth Jeffers Cooper. Rosters have been sent to the Class Reps for updating with a deadline of November 15 The slate of 2011 Officers presented as follows: Mara Manke, President; Paul Hartranft, Vice President; Hugh O'Donnell, Treasurer; Tom Phillips, Corresponding Secretary; Nancy Mitchell, Recording Secretary; has been accepted retroactively upon the passage of the amended By-Laws, The banking has been changed that only one signature is required on a check. We will no longer issue a thank-you card or postcard for donations.

Donation acknowledgements will be announced in the newsletter.

New Business

The question about BAF's involvement with the Tri-Bay was addressed. Hugh is looking over the expenses fronted on behalf of Tri-Bay.

Adjournment

Next Meeting May 2nd at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 8:02 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

May 02, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:05 p.m. on May 02, 2011 at the Bay Village Police Siation Community Room.

Attendance

The following persons were present:

Mara Manke Judy Norton Amy Huntley Nancy Mitchell David Snyder
Kevin Missal Sally Price Wayne Reese Dave Hamilton
Billie Crook Paul Hartranft Hugh O'Donnell Cristine Hoffman

Approval of Minutes from Last Meeting

The minutes from the April 4, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report for April was unavailable. Hugh O'Donnell is sorting through

papers.

Open Issues

Mara questioned whether we should add the verbiage from our Articles of Incorporation regarding the purpose of Bay Alumni Foundation to the revised By-Laws. It was agreed that the item regarding fundraising for class reunions would be left out and any assisting and/or performing of functions shall be for the benefit of Bay Village Public Schools. Mara will email (mail) copies of The Articles of Incorporation from 1986 to everyone for their input. Mara and Sally brought copies of the old Minutes and turned them over to be copied. Missing is all of 2007, half of 2008, most of the 1990's. The Minutes will be archived at the Osborn House. The interests earned on the Endowment Fund are for the Alumni activities, such as the newsletter, DA/DE expenses and scholarships. Hugh will have a balance on the interest earned on the Endowment Fund at the next meeting. The principle balance on the fund is believed to be in the area of \$25,000.00. Scholarships from this fund will be issued through a third-party. Criteria for awarding a scholarship need to be determined. Cristine suggested that the digital newsletter may contain more information and pictures as a way of increasing participation in the receiving of newsletters electronically. Newsletter articles are due by July 19. Articles will include the inductees for DA/DE, homecoming weekend activities, gym renovations, first Mayor selection at the Osborn House.

The date for the 2nd grade power point presentation will be May 19th at 1:00 p.m. (it has since been changed to May 18th) Amy needs to verify who will be there, she needs four people. Mara spoke with Mark Mutch regarding BAF participation with the Rocket Association for Bay Days. Mark has not been able to discuss this with the new President of the Bay Rocket Association. Mara has received more nominations for Distinguished Alumni/Distinguished Educator, in addition to Carole Cooney Noon '67 and Chuck Millheim (Educator); she has received a nomination for Brooks Hall '66, Pete Purvis '52, and Dick Brazik '60. We have extended the deadline to May 15". The committee to choose the DA/DE consists of Mara, Paul, Ike and Al. Mara has the database for the class rosters since Rick Mead has left Modern Media and will be doing the updates. Modern Media will no longer be on contract, but will be on an hourly basis. Dave Snyder suggested setting levels of security to class reps so that they may update the shared database. Any information entered into the database is dated to confirm it is the most current. Class Rep's are needed for '68; Pete Hird is no longer available. Dani Marinucci is also not available for '78; Dave Snyder suggested we try Ned Koster.

New Business

"Hello Graduates" letters are going into to senior packets and Mara will be getting the information on the graduates for the database. Multi-class reunion handouts were given by Dave Snyder. The Class of 81' Foundation would like to give back to the schools.

Adjournment

Next Meeting June 6th at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 8:12 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

June 06, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:07 p.m. on June 06, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Judy Norton Wayne Reese Tom Phillips Dale Hamilton
Carole Cole Sally Price Hugh O'Donnell Jane Rock Tom Roehl
Ike Ganyard Paul Hartranft Al Nelson Nancy Wargo Nancy Mitchell

Approval of Minutes from Last Meeting

The minutes from the May 2, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report stated a balance of \$589.00 on the Postal Bulk Account. The balance of \$11,819.83 in the Operating account consists mostly of funds received for the Tri-Bay Golf Classic; there is only one outstanding check in the

amount of \$21.23. The Money Market Account has a balance of \$34,554.42. A decision will need to be made regarding the CD that will mature on September 23, 2011. Al Nelson will need the amount of the second mailing for the Tri-Bay Golf Classic so the expense will not be absorbed by BAF.

Open Issues

Mara handed out a revised Mission Statement of the By-Laws regarding the purpose of the Bay Alumni Foundation. It was agreed to add to the existing Mission Statement the following: "and to be a resource for activities relating to the affairs and interest of Bay Village Public Schools, Bay Village, Ohio, thereby fostering a spirit of loyalty and fraternity among the alumni, faculty and students. The By-Laws, as amended have been accepted. The old Minutes have been sorted and indexed, many are still missing. The interests earned on the Endowment Fund are for the Alumni activities, such as the newsletter, DAVDE expenses and scholarships. Hugh is still sorting bank statements to determine the principal balance of the Endowment Fund. Deposits for the Endowment Fund have been made to more than one account. Once the principal balance has been determined, Hugh will separate the Endowment Fund from the operating account. Ten thousand dollars will be set up with The Cleveland Foundation; The Cleveland Foundation earns 6% interest. Wayne will arrange for a representative from The Cleveland Foundation to come to a meeting. Scholarship quantities and amounts were discussed. Research will need to be done for our involvement for the 2012 year. The 2nd grade power point presentation was May 18th It went very well; perhaps we could do more with it in the future. The students were very involved and asked many questions. Mara would like to see the presentation systemized and repeated every year BAF will have a table/tent at the Bay Days for one day, July 2nd; between the hours of 12:00 p.m. and 9:00 p.m. (maybe earlier) to collect updated alumni information, sell magnets, and gather donations. We will not be able to sell food. Volunteers are needed. The Distinguished Alumni/Distinguished Educator have been selected, Carole Cooney Noon 67. Chuck Millheim (Educator) and Pete Purvis '52. Al will provide Mara with some photos of the Tri-Bay Golf Classic that takes place on June 10". Newsletter articles are due July 1st. Class of '78 has a new class rep, Jim Joyce, who took over for Dani Marinucci. A rep is still needed for the class of '68.

Adjournment

Next Meeting July 11th at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 8:12 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

July 11, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:00 p.m. on July 11, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Wayne Reese Tom Phillips
Ike Ganyard Cristine Hoffmann Hugh O'Donnell Nancy Wargo
Billie Crook Kevin Missal Al Nelson

Approval of Minutes from Last Meeting

The minutes from the June 06, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report stated a balance of \$589.00 on the Postal Bulk Account. There is a balance of \$9,393.86 in the Operating Account. If anyone would like to audit the debits and credits, Hugh has the reports available. The Money Market Account has a balance of \$34,557.26. The total of BAF funds held is \$63,553.88. Class funds held total \$21,443.18 and the Endowment Fund balance is \$23,722.00, making a total of \$45,165.18 that is restricted. The difference of \$18,388.70 includes interest earned on the Endowment Fund estimated at \$5,000.00 to \$6,000.00. A detailed audit of Endowment Funds is not possible, therefore, a balance will be decided and a separate account will be opened for these funds. With the two CD's maturing by year end, monies will be available for The Cleveland Foundation. It will be arranged for the representative from the Cleveland Foundation to appear at the September meeting, we will accommodate her schedule for the date. The Class of 1956 and 2008 will be releasing their funds to BAF's operating funds. Hugh's new report format has been accepted. The postal permit expires soon. Hugh is checking into this due to conflicting information. Hugh made a motion to release the funds of The Class of 1991 once he receives a formal written request, Tom Phillips seconded it, all in favor, none opposed.

Tom Phillips made a motion to move the Money Market funds from Charter One to Fifth Third Bank to earn interest at a higher rate, Paul Ilartranft seconded it, all were in favor, none opposed. Al Nelson will need the amount of the second mailing for the Tri-Bay Golf Classic so the expense will not be absorbed by BAF.

Open Issues

Mara sent the final By-Laws to Jack Rekestis for review, she has not heard from him. Mara distributed copies of the final By-Laws. Ike Ganyard made a motion to pass the final By-Laws, Paul seconded it, all in favor, none opposed. Many of the old Minutes are still missing. Mara contacted the High School Guidance Office regarding Scholarships and got information and samples of applications. We need to get BAT added to the website for scholarships. Cristine Hoffmann will serve as Chairman in charge of the scholarship program. Cristine will work with Paul and Tom Phillips to develop criteria for the scholarships. BAF will not have a table/tent at the Bay Days next year. Mara has a rough draft of the program for The Distinguished Alumni/Distinguished Educator brunch. Homecoming will be Friday, September 23". Paul will help with magnetic car signs, Nancy Wargo, Kevin Missal and Cristine will work on three convertible cars for the parade. Nancy Wargo will take care of the corsages. Saturday brunch will be at the Fountain Bleau, Mara will advertise the brunch, she will contact Denny Windell from the Bay Westlake Observer. Mara needs someone to work the welcome table, balloons and to take pictures. Paul will help Mara with the DA/DE functions for 2013. Al stated that each group made \$1,600.00 from the Tri-Bay Golf Classic that took place on June 10h. Newsletter is ready for print. Articles for November will include DA/DE awards, homecoming, etc. Al suggested that a sports summary be included from Mark Spellman. Mara is receiving many updates for the database. Class reps are still needed for the class of '68, '96 and '99.

New Business

David Snyder, Class of 1981, would like to initiate a senior project for them to start a database to collect information such as emails, addresses and social media activity and lead them in the direction of donating to BAF. Mara will reach out to the new Principal, Jason Martin and ask him to our next meeting. An invitation will be extended to a representative of both the Senior and Junior classes to attend a meeting to become familiar with BAF and its resources,

Adjournment

Next Meeting August 1st at the Ironwood. Mara Manke adjourned the meeting at 8:00p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

August 1, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:11 p.m. on August 1, 2011 at the Ironwood Restaurant.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Hugh O'Donnell Tom Phillips Nancy Mitchell John Huey, Class of 37!

Billie Crook Cristine Hoffmann Al Nelson Nancy Wargo Pete Rekestis Special Guest, Jason Martin

Amy Rohde Huntley Kevin Missal Judy Norton Sally Irwin Price Dale Hamilton

Approval of Minutes from Last Meeting

The minutes from the July 11, 2011 meeting were accepted.

Treasurer's Report

The funds will be transferred from Charter One to Fifth Third Bank within the next week or two. The Class of 2001 has requested their funds in the amount of \$1,394.59 for their class reunion in September.

Open Issues

An audit is still needed for the Endowment Fund to determine the exact amount of interest earned. Many of the old Minutes are still missing. Amy Huntley and Wayne Reese will speak to the rep from the Cleveland Foundation to come to our next meeting on September 12h Judy Norton is no longer required to send meeting reminder postcards. Homecoming is Friday, September 23". Paul will get the magnetic car signs, Nancy Wargo, Kevin Missal and Cristine Hoffman will provide convertible cars for the parade. Jason Martin will notify Mara of the start time for the parade. We will be inflating the balloon and flying it in the parade this year, Mara will need to know the height requirements for wires/trees. Mara is prepared for the press releases for Homecoming.

The plaques for the DA/DE recipients are coming along well. Please bring a couple dozen cookies for the game. Jason Martin and Rob Grossman will sit down with the Junior and Senior Class Presidents early in September to discuss attending meetings. Jason stated that the challenge will be the free time in their schedules. Amy stated that she believes that the Class Presidents are not aware of their duties as Class Reps once they graduate. 9,000 Newsletters were mailed last week. Sally would like to re-work the last newsletter to provide more appeal. Once the database contains 5,000 email addresses. Mara would like to do those Newsletters electronically. Articles for November due November 1 A sports update will be included from Matt Spellman. Mara continues to get many updates for the database.

Adjournment

Next Meeting September 12th at the Bay Village Police Station Community Room. Mara Manke adjourned the meeting at 7:46 p.m.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

September 12, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:01 p.m. on September 12, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Wayne Reese Tom Phillips Brooks Hull Guest - Marie Monago
Billie Crook Cristine Hoffmann Hugh O'Donnell Nancy Wargo Nancy Mitchell
Tom Roehl Kevin Missal Judy Norton Jane Rock Guest - Ginger Mlakar

Approval of Minutes from Last Meeting

The minutes from the August 01, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report stated a balance of \$594.44 on the Postal Bulk Account. There is a balance of \$5,506.94 in the Charter One Bank Operating Account. On September 19, there was an audit meeting and at that time, an account was opened with Fifth Third Bank with an initial deposit of \$5.00. An additional deposit of \$280.57 was made to Fifth Third Bank from monies received from alumni. This makes our total operating funds \$5,792.51. The Money Market Account has a balance of \$34,563.13. Class funds held total \$20,048.59. A check was issued to the class of 2001 on 8/2/11 in the amount of \$1,394.59 for their reunion and another check was issued for the Class of 1991 in the amount of \$679.05. The Endowment Fund balance is \$23,822.00 as of January 19, making a total of \$43,870.59 that is restricted.

Open Issues

Ginger Mlakar and Marie Monago from the Cleveland Foundation attended the meeting to discuss the benefits of establishing a fund with the Foundation. Paul Hartranft made a motion to establish a fund with the Cleveland Foundation with \$10,000.00, Wayne Reese seconded it, all in favor, none opposed. Marie will be communicating with both Mara and Hugh regarding setting up the fund. Cristine Hoffmann met with Fran from the school and learned the process for awarding scholarships. Applications are uploaded to the board, the deadline is January, the applications are then available to the students in March. The student downloads the application and submits it to the school by March 16th. The school assigns a number to the application so that it is submitted to us anonymously. The applications are picked up by March 26th for selection and the final decision deadline is April 20th. The scholarship check will be issued directly to the university. If a scholarship recipient does not complete one full year of school, the money will become due to the Alumni Foundation. Cristine distributed a sample of the new scholarship application. The committee is recommending two scholarships to be issued, one to a male and one to a female. Criteria will be for all students regardless of G.P.A. and must be in good standing. An essay must be completed regarding involvement with the Alumni Foundation. Tom Phillips made a motion to accept the Scholarship Application and move forward and Paul seconded it, all in favor, none opposed. Mara will be at the High School gymnasium on Friday the 23rd to give a speech on BAF to the students. The Distinguished Alumni/Distinguished Educator will meet with Mara at the school and will be acknowledged at the speech. The Homecoming parade will be at 5:45. Paul picked up the magnetic car signs, Nancy Wargo will drive Pete Purvis, Kevin Missal will drive Chuck Millheim and Cristine will drive the family of Carole Cooney Noon. Mara purchased a dry-erase board to place the magnets on for selling at the Homecoming game. Nancy Wargo will take care of the song sheets and the balloons and Billie will manage the registration table for the brunch on Saturday. Paul will say the prayer and Mara will take pictures.

Adjournment

Mara Manke adjourned the meeting at 8:15 p.m. Next Meeting October 3rd at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

October 03, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:01 p.m. on October 03, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Wayne Reese Tom Phillips John Huey
Billie Crook Cristine Hoffmann Judy Norton Carol Cole Nancy Mitchell
Ike Ganyard Kevin Missal Amy Huntley Sally Price

Approval of Minutes from Last Meeting

The minutes from the September 12th, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report was not available due to the absence of Hugh O'Donnell.

Open Issues

Mara and Hugh are working with Ginger Mlakar and Marie Monago from the

Cleveland Foundation to establish the fund with the Foundation. Cristine uploaded the scholarship application to Fran at the high school. Once Fran receives applications from all the organizations, she will upload them to the board and they will be available to students in January. The Scholarship Committee will then meet again sometime in January. How to raise the attendance at the Distinguished Alumni/Distinguished Educator brunch was discussed. Most agreed that possible changes will need to be discussed before the next brunch in two years. Mara is waiting to hear from Jason Martin regarding Class Presidents attending meetings. They have a tentative date of October 25th or 27th set. Mara has begun writing articles for the newsletter, any articles need to be submitted by November 1st. Mara did a study with Dan at Stuart & Associates to compare the printing cost of the newsletter currently printing 9,000 at eight pages to 9,000 at twelve pages and also 6,000 newsletters at twelve pages. Mara is concerned we may not be able to fill twelve pages. With the addition of Alumni email addresses, many newsletters will be delivered electronically. Returned newsletters from the US Mail have decreased from 939 to 120 with the updated street addresses. The Class Rep position for '68 has been filled by Steve Webster. 1996 and 1999 are still open.

New Business

The Alumni database is very time consuming to update and maintain. To alleviate the responsibility of one person maintaining the database, Mara discussed with Mark Mutch the possibility of a group having access to the server for entering purposes or should we hire a part-time assistant for data entry. Most favored hiring an assistant; however, the cost to do so will need to be researched. Amy would like some input for The 2nd Grade projects for 2012. Ike feels we should develop questions to go with the slides. Billie suggesting adding pictures to the presentations, perhaps comparing the past to present day. Mara would like to see a canned presentation that is ready to go every year. The 2nd Grade Project Committee will show the presentation to the Foundation during the January meeting. Mara will try to get the police station community room for Tuesday, January 3rd for our meeting.

Adjournment

Mara Manke adjourned the meeting at 8:03p.m. Next Meeting November 3rd at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Print

Page 1 of 1

Subject: October 2011 BAF Minutes correction

From:

Nancy Mitchell (mitchelln@att.net)

To:

anelson02@oh.rr.com; amybhuntley@gmail.com; amy@ftgis.com; the_crooks@juno.com; mrsjr@wowway.com; cristine.hoffman@gmail.com; dalehamilton@ginger-hill.net; dlunoe@yahoo.com; davidsnyder1962@gmail.com; ginnyntom@oh.rr.com; hughodonnell@ameritech.net; iganyard@yahoo.com; wrekestis@ssd.com; 19rocket59@sbcglobal.net; KMissal@wowway.com; Lsto30@aol.com; mara.manke@sbcglobal.net; mark@mmitco.com; wargo444@wowway.com; phartranft@sbcglobal.net; randycheryl@roadrunner.com; ryanhaley 17@att.net; jscott.maloney@yahoo.com; egan09@hotmail.com; shicks09@aol.com; 528699@ameritech.net; tedsielski@yahoo.com; moosemap2@gmail.com; ctroehl@gmail.com; reese.consulting@att.net;

Date:

Friday, October 28, 2011 8:33 AM

Correcting the Minutes for October, the next meeting will be held Monday, November 7th at 7:00 p.m., not November 3rd as stated on the Minutes. Sorry for the confusion!

Nancy Mitchell '77

<http://us.mg204.mail.yahoo.com/neo/launch?.partner=sbc&.rand=494pn9ve4n621>

1/3/2012

Bay Village Public Schools Alumni Foundation

Meeting Minutes

November 07, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:04 p.m. on November 07, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Kevin Missal Tom Phillips Nancy Wargo Nancy Mitchell
Billie Crook Wayne Reese Carol Cole Hugh O'Donnell
Amy Huntley Judy Norton Al Nelson David Snyder

Approval of Minutes from Last Meeting

The minutes from the October 3rd, 2011 meeting were accepted.

Treasurer's Report

As of today's date, there is \$954.44 in the postal bulk account. Statement ending balance October 31s in the Charter One account is \$317.90. The ending balance for the Fifth Third account opened in September is \$3,350.09. As of today, the balance in Fifth Third is \$4,600.09. This includes \$1,250.00 from the Bay Boosters for the cost of an insert that will be included in the newsletter. The Money Market account balance is \$34,568.91. There is a CD maturing on December 1st in the amount of \$7,059.91 and it will need to be determined what to do with that CD. Amy stated that the American Express Bank and the Sallie Mae Bank are both offering high-yield savings account at 1% and they are both FDIC insured. Total class funds held total \$19,369.54; checks were issued to the Class of 1991 and the Class of 2001. There is a request from the Class of 2003 to receive their funds in the amount of \$1,166.70. The Endowment Fund balance is \$23,822.00 with deposits pending, this should bring the balance to a little over \$24,000.00. Total restricted funds are \$43,191.54. The Treasurer's Report has been accepted.

Open Issues

Marie Monago from the Cleveland Foundation presented a copy of the contract to establish the fund with the Foundation to Mara and Hugh for review. Several items in the contract were of concern, including the certain percentage that must be taken out each year.

Hugh would like to know if some of these items can be modified. The purpose of the Endowment Fund and The Cleveland Foundation managing the fund needs to be determined before any documents are signed. Dave Snyder suggested that item #2, General Purpose be modified by removing the mention of the scholarship program. The paragraph already states that the purpose is to support the programs and activities which includes scholarships. The three main items that need to be discussed regarding the contract are the name of the fund, the verbiage and the use of principal. The fee for The Cleveland Foundation is \$250.00 per year billed quarterly. Amy made a motion to table any further discussion regarding The Cleveland Foundation pending further review, all were in favor, none opposed. Amy will be having lunch with Marie Monago on the 30th of the month, if anyone should have any questions, email Amy and she will discuss them with Marie. Mara has been going back and forth with Jason Martin regarding participation of the high school Class Presidents. It needs to be decided if the Class Presidents will have an active function at the meetings. The newsletter is at the publisher, Mara hopes it will be out before Thanksgiving. About 3,000 of the newsletters will be sent electronically and 6,000 will be sent US Mail, saving on postage and printing cost. Amy is waiting for feedback from the 2nd grade coordinator regarding the 2nd Grade Project. The presentation will be run at the January 3rd meeting. The Alumni database will be stored on a laptop now owned by BAF. Due to privacy issues, personal information cannot be stored on a personal or work computer. Mara has three candidates for hire to input information into the database. It needs to be determined how this individual will be compensated and the frequency of reporting to Mara. Mara estimates the cost to be between \$500.00 and \$600.00.

New Business

All agreed to make a donation of \$250.00 to Hoops for Hunger that will benefit those in need in Bay Village.

Adjournment

Mara Manke adjourned the meeting at 8:05 p.m. Next Meeting December 5th at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

December 05, 2011

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:04 p.m. on December 05, 2011 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Kevin Missal Tom Phillips
Paul Hartranft Wayne Reese Tom Roehl
Amy Huntley Judy Norton Nancy Mitchell

Approval of Minutes from Last Meeting

The minutes from the November 3rd, 2011 meeting were accepted.

Treasurer's Report

The Treasurer's report was not available due to the absence of Hugh O'Donnell,

Open Issues

Marie Monago is no longer with the Cleveland Foundation. Wayne recommended that Ginger come to the next meeting to give us final information on the fund. Amy received concerns from others that felt we needed a plan to grow the money before establishing the fund and paying the annual fee of \$250.00. Additional fundraising ideas were discussed as well as how to get more people involved and focusing on a specific project. Amy suggested adding a survey to the next newsletter asking the Alumni what they would like to see the Alumni Foundation do. Amy contacted Ginger to invite her to the January meeting. Amy received some feedback for The 2nd Grade projects for 2012. It was agreed that some key "then and now" pictures need to be added then put into sequence. Having about 10 shots, allows about two minutes to answer any questions that may arise, keeping the presentation at 20 minutes. Mara would like to see a consistent, canned presentation that is ready to go every year. The 2nd Grade Project Committee will show the presentation to the Foundation during the February meeting. Mara discussed the Class Presidents attending meetings. They would need a purpose or project to hold their interest. The participation of the Class Presidents may be withdrawn.

New Business

Mara has hired an assistant for the purpose of data entry. Betsy Downing has begun entering the Alumni database is very well.

Adjournment

Mara Manke adjourned the meeting at 8:05 p.m. Next Meeting January 3rd at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell