

Bay Village Public Schools Alumni Foundation

Meeting Minutes

January 07, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:03 p.m. on January 7th, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Carol Cole Cristine Hoffman Tom Phillips
Judy Norton Wayne Reese Tom Hill Al Nelson

Tom Roehl

Kevin Missal Billie Crook Ike Ganyard Hugh O'Donnell Nancy Mitchell

Approval of Minutes from Last Meeting

Minutes from December 2012 were not available.

Treasurer's Report

Hugh O'Donnell reported as of December 31st, there was a balance of \$822.17 in the Bulk Postal account. The Charter One checking account remains open with a balance of \$7,387.80 and the Fifth Third checking has a balance of \$2,766.47. The Money Market account held at Charter One has a balance of \$23,607.87. The total of all BAF funds is \$34,584.31 with Class Funds of \$19,063.62 and the Endowment Fund balance of \$3,822.00. \$20,000.00 is held at The Cleveland Foundation. Mara received a donation via PayPal for the STEM Foundation, Hugh will issue a check to them and give it to Wayne Reese, a Trustee for the STEM Foundation.

Open Issues

Mrs. Joy May and students from her "Freshman Experience" class are very grateful for the help received with their project. An article was included in the newsletter and Mara is receiving emails and calls with information that is being forwarded to Mrs. May. The **newsletter** had 6,500 mailings in December and 3,389 were sent electronically. Mara receives emails thanking her for the electronic newsletter stating it is great. The next newsletter articles for the March publications are due by March 15 **Donations** will be a repeat of the 2012 campaign, "Donate your Class Year, Plus \$10.00" Mara sent emails to the **Scholarship Committee** stating the school is starting to "rev" it up for 2013. **The Tri-Bay Golf Classic** will start their meetings at the end of the month. Paul, Tom Phillips and Tom Roehl will be meeting Wednesday, January 9th at the Osborn House to begin the review of the **Second Grade Project**. Mara receives email address updates daily from our website and loads them into the **main database** weekly.

New Business

Mara has received two or three nominations for the **2013 Distinguished Alumni**. There was just an article published in the newsletter regarding nominations. More nominations may come in and there are some from previous years to review again. We may ask for more information for past nominees. Booster Groups are **now required to register with Ohio AG**, Mara would like Amy to take care of this requirement. Paul made a motion to **donate \$100.00 to the Bay Ed Foundation**, Tom Phillips seconded it, all were in favor, none were opposed.

Adjournment

Mara Manke adjourned the meeting at 7:32 p.m. Next Meeting February 4th at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

February 04, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:05 p.m. on February 4th, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Tom Hill Al Nelson
Judy Norton Wayne Reese Tom Phillips Hugh O'Donnell
Kevin Missal Carol Cole Tom Roehl

Approval of Minutes from Last Meeting

The Minutes from the January 7th, 2013 were accepted.

Treasurer's Report

Hugh O'Donnell reported as of January 31st, there was still a balance of \$822.17 in the Bulk Postal account and the Charter One checking account remains open with a balance of \$7,387.80. The Fifth Third checking has a balance of \$4,549.06; numerous deposits were made towards the end of the month consisting of donations from the classes of the 50's and 60's. The Money Market account held at Charter One has a balance of \$23,608.87. The total of all BAF funds is \$36,367.90 with Class Funds of \$19,063.62 and the Endowment Fund balance of \$3,822.00. \$20,000.00 is held at The Cleveland Foundation. Mara received a statement from The Cleveland Foundation for the quarter ending September 2012, the statement period ending December 2012 should be received soon and Mara will bring copies. Hugh wants to get together with Amy to file taxes for BAF. Hugh is thinking about moving the Money Market to Dollar Bank since they have the best rates. Mara has set a deadline of April 1st to have the Charter One accounts closed.

Open Issues

Mara is waiting for direction from Amy on registering with the **Ohio AG**, The **newsletter** articles are due March 1st, send them to Mara or Cristine. **Donations** will now not be a repeat of the 2012 campaign, it will be changed to a number that is even, Mara received an email from Wally Rekstis agreeing to be the Class Rep for the Class of 1996. Class Rep positions are still open for 1950, 1986 and 1999. The **Scholarship Committee** has not met yet. The **Tri-Bay Golf Classic** will

have their first meeting February 12th at the Ironwood. The date is set for Friday, June 7th at Sweetbriar Golf Course. Al will send a full page ad for the newsletter. If Al would have any problems making a deposit of Tri-Bay checks, he will hold them for Hugh. The brochures are currently being drafted and are scheduled to be mailed at the end of March. Tom Phillips and Tom Roehl met for the review of the Second Grade Project; another meeting is scheduled for February 25th at 4:00 p.m. at The Osborn House. **The main database** is going nicely.

New Business

Homecoming is Friday, September 20th. All **Distinguished Alumni/Educator** nomination applications are due by April 30th. Mara has received four nominations and there are over 30 nominations from previous years. The top people so far are Amy Chadwick Manco 81, Judith O. Harris '55? and David Nemec. Kevin is working on a nomination for Mr. Uhle. Mara will reach out to the High School and to the daughter of Mr. Uhle to get more information. Wayne is going to get more information and an application (found on the BAF website) for Brooks Hull and Paul is going to get the same for Jack Rekstis. The DA/DE Committee is Mara, Paul, Al, Ike and Carol.

Adjournment

Mara Manke adjourned the meeting at 7:45 p.m. **Next Meeting March 4th** at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

March 04, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:02 p.m. on March 4th, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke Paul Hartranft Tom Hill Nancy Mitchell
Judy Norton Carol Cole Tom Phillips
Kevin Missal Sally Price Hugh O'Donnell

Approval of Minutes from Last Meeting

The Minutes from the February 4th, 2013 were accepted.

Treasurer's Report

Hugh O'Donnell reported as of February 28th, there is a balance of \$822.17 in the Bulk Postal account and the Charter One checking account remains open with a balance of \$7,387.80. The Fifth Third checking has a balance of \$2,607.20. The Money Market account held at Charter One has a balance of \$23,609.87. The total of all BAF funds is \$34,427.04 with Class Funds of \$19,063.62 and the Endowment Fund balance of \$3,822.00. A year end statement was received from The Cleveland Foundation showing \$30,000.00 in contributions, \$10,000.00 being from The Class of 1966. The investment income earned for the year 2012 is \$1,444.42 and the administrative fee was \$330.00. There is \$2,555.00 eligible for distributions. Of the income earned, \$741.30 belongs to BAF; the remainder is the Class of 1966. Arrangements will be made to close the Charter One checking. Hugh has learned the State of Ohio had cancelled our Charter, a letter dated March 14, 2011 was sent to Brian Cruse for the renewal. Hugh and Amy are working on the reinstatement for the Charter.

Open Issues

Tom Phillips, Tom Roehl and Paul met with Cristine to discuss the **Second Grade Project**. Cristine is going to rearrange the presentation on PowerPoint; once that is complete, they will meet again to see if anything should get added. Paul will be going to the school to check on the equipment and to make sure the presentation can be stopped and started again. **The newsletter** is looking good. Mara will have a rough draft out soon. **Fundraising** is a repeat of the 2012 campaign, the 2014 campaign will change. **Class Rep positions** are still open for 1950, 1986 and 1999. The **Scholarship Committee** has not met yet. Dan Lunoe from The **Tri-Bay Golf Classic** committee is setting up an electronic payment option for Tri-Bay since the collections are challenging. Mara and Betsy will be doing some work in the **main database**. Mara has created a report of people who have received the newsletter electronically but have not opened it. If the newsletter has not been opened after

three electronic deliveries, the email address will be deleted and a paper newsletter will be sent. All **Distinguished Alumni/Educator** nomination applications are due by April 30th, Kevin is putting together a nomination for Mr. Uhle. Information is needed for the nomination of Ike. Carol will be joining the committee this year, if Ike should be nominated, a replacement will be needed for him on the committee.

Adjournment

Mara Manke adjourned the meeting at 7:23 p.m. Next Meeting April 1st at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

April 01, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:04 p.m. on April 1st, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke

Paul Hartranft Tom Roehl Cristine Hoffman

Judy Norton Carol Cole Tom Phillips Dan Lunoe

Kevin Missal Hugh O'Donnell Wayne Reese Nancy Mitchell

Approval of Minutes from Last Meeting

The Minutes from the March 4th, 2013 were accepted.

Treasurer's Report

Mara closed the Charter One checking account, depositing \$7,387.80 into the Fifth Third checking and the Charter One Money Market account, depositing \$23,609.87 to the Fifth Third Money Market account. The Fifth Third checking has a balance of \$9,595.00. The account information was not available online therefore; Hugh did not provide a Treasurers Report. Mara will follow up on the 501(c)(3) status with the state.

Open Issues

The newsletter looks good, Cristine and Dan received applause. There were 6,334 newsletters mailed and Mara emailed an additional 3,395. Postage was \$780.00; there were not many that have been returned. The local Post Office will not take a check to replenish the postal account, but they will take a check for the returns. The next newsletter articles are due by July 1st, it will be going to the printer by the 15th Mara receives a lot of favorable feedback on the reunion information in the newsletter.

Fundraising is coming along well. Hugh stated that the smallest donation check was for \$25.00. **Class Rep positions** are still open for 1950, 1986 and 1999. Dan Lunoe is going to reach out to Chris Wallers. Cristine picked up the Scholarship applications this week. There are 14 this year, 6 males. The Committee has reviewed the essays and will vote by email and have a final meeting upon Cristine's return. Cristine will email the ceremony date to Mara. Matt Melster has not claimed his scholarship from last year. Dan Lunoe is still working on setting up an electronic payment option for **Tri-Bay**. They will not be using PayPal to avoid confusion. Eventbrite is one vehicle he is looking into; it will have to be linked to the checking account. Tri-Bay's website will direct people to pay electronically, posters are being made and an article will be in The Observer.

Tom Phillips made a motion to allow Dan to pursue electronic payments through a website, Judy Norton seconded it. All were in favor, none opposed. Dan is also looking for ideas/donations for a silent auction. Paul made a motion for Dan to obtain a donation on behalf of BAF, Judy seconded it, all in favor, none opposed. Cristine has the DVD from the Second Grade Project presentation last year and has emailed Kay to get the photos to put together a PowerPoint presentation. Kay mentioned the school wants the presentation in a format to show on a television. The current format was created using Roxio software. Cristine needs to know what equipment the classrooms have, Paul will check on it. **The main database** continues to progress. **The Distinguished Alumni/Educator** is also progressing. Mara received from Kevin a nomination for Mr. Uhle. Mara would like Paul, Al, Carol and herself to meet at 5:00 at Panera Bread before the next meeting to pick the next DA/DE. Mara will confirm with Al.

New Business

Dan Lunoe stated that within the groups, there is little involvement with alumni graduating after the late 90's. A few people have started a business networking group (Bay Business Networking Group) that will meet on the last Monday of each month. Anyone that has ties to Bay Village can participate, there will be no dues. Any money collected in donations will be given back to a charity or group in Bay. Dan would like to include something about this in the next newsletter; he hopes this will be an opportunity for younger alumni to learn how to get involved. Their first meeting generated \$100.00 in donations and was given to BAF!

Adjournment

Mara Manke adjourned the meeting at 8:05 p.m. Next Meeting May 6th at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

May 06, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:00p.m. on May 6th, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke

Carol Cole Tom Phillips Katherine Frederick

Judy Norton Hugh O'Donnell Billie Crook Nancy Mitchell

Kevin Missal
Tom Roehl Tom Hill

Approval of Minutes from Last Meeting

The Minutes from the April 1st, 2013 were accepted.

Treasurer's Report

Hugh reported that the postal account has a balance of \$331.81. The Fifth Third checking account has a balance of \$14,291.85 and the new Money Market account at Fifth Third has a balance of \$23,612.17. The total of BAF funds of \$38,235.83 includes \$19,063.62 of class funds and \$3,822.00 of Endowment Funds leaving \$15,350.21 for operating. The Cleveland Foundation first quarter 2013 statement of activity reports an investment income of \$1,605.35 and an administrative fee of \$109.50, netting an increase of \$1,495.85. The ending net asset balance is \$32,602.27 (including the Class of 1966). The amount available for distribution is \$2,555.32. Hugh has made contact with Matthew Melster and has made arrangements for the disbursement of his 2012 scholarship which will be paid out of the operating account. The funds for the 2013 scholarship will be disbursed from The Cleveland Foundation funds. Mara will ask Brooks Hull if the Class of '66 will be issuing a scholarship out of The Cleveland Foundation funds.

Open Issues

Mara completed the State 525B reinstatement form for our Charter and the statutory agent change form 521 and together with a letter and filing fees mailed the Secretary of State the necessary information to reinstate our Charter. Taxes will need filed and the form for the state charitable registration completed. The next newsletter articles are due by July 1st, the newsletter will be coming out at the end of July/beginning of August. Send articles to Mara or Cristine. **Fundraising** is going well. PayPal had some suspicious activity on our account, Mara has disputed the transactions and transferred \$595.00 out of PayPal and deposited to the Fifth Third checking **Class Rep positions** are still open for 1950, 1986 and 1999. Dan Lunoe is going to reach out to Chris Wallers. Mara will be attending the awards ceremony on May 28th and handing out the scholarships. AI is meeting with the Tri-Bay committee today. Mara reported that all is going good. **Second Grade Project** is up in the air. The presentation has not been changed to PowerPoint, Tom Roehl reported that the current presentation tempo has been adjusted and is satisfactory and it will be used. Tom Roehl stated that the people who have volunteered in the past have an interest in the history and are not necessarily computer savvy, and that next year perhaps people with knowledge of current technology should do the

presentation. The date has not yet been set. The committee is Tom Phillips, Tom Roehl, Amy Huntley, Kevin Missal, Paul Hartranft and Cristine Hoffmann, Tom Roehl will take care of the discs and Mara will send an email to pin down the details. Kevin Missal suggested that there should be a contact person at Normandy that we can go to every year. **The main database continues** to progress. Paul and Mara talked about getting a price to have Modern Media manage the database. **The Distinguished Alumni/Educator met** before the meeting and has selected Mr. David Nemeck, Class of '56, Ms. Judy Harris Whiley, Class of '55, Ms. Amy Chadwick Manko, Class of '81, Mr. Jack Rekstis, Class of '63 and Distinguished Educator Mr. Mark Uhle. Mara will send out the letters.

New Business

Katherine Frederick, Class of 2003 spoke for the Class of 2003 regarding the balance of their class funds. The class would like to give back to the schools in some form. Katherine discussed perhaps starting a "tolerance program" with the students signing a tolerance pledge. In addition, they would issue a scholarship to a student who represents the community in a good way. Katherine would like the alumni to write a time they may have witnessed harassment or been harassed as part of the program. Hugh suggested having the language of the pledge published in the newsletter. Katherine also suggested having an **outreach** program for graduating students that are having a difficult time transitioning to life beyond school. Mara asked Katherine to send her an article and **any** information for the newsletter.

Adjournment

Mara Manke adjourned the meeting at 7:48 p.m. **Next Meeting June 3rd** at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

June 03, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:00p.m. on June 3rd, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara Manke

Carol Cole Tom Hill Nancy Mitchell

Judy Norton Hugh O'Donnell

Paul Hartranft

Kevin Missal Tom Roehl Wayne Reese

Approval of Minutes from Last Meeting

The Minutes from the May 6th, 2013 were accepted.

Treasurer's Report

Hugh reported that the postal account has a balance of \$307.37. The Fifth Third checking account has a balance of \$17,620.20 including deposits for Tri-Bay and the Money Market account at Fifth Third has a balance of \$23,614.17. The total BAF funds of \$41,541.74 includes \$19,063.62 of class funds and \$3,822.00 of Endowment Funds leaving \$18,656.12 for operating. Hugh has issued a check to Sweetbriar for \$5,000.00. The PayPal account has been corrected. We are still holding last years' scholarship for Matthew Melster. The Class of 66' will need their money issued to them from The Cleveland Foundation for the scholarship they awarded; BAF's 2013 scholarships will be issued from the Operating Account.

Open Issues

Booster groups need to be registered with the Ohio Attorney General; Mara is working on it, the reinstatement for our Charter and the statutory agent change needs to take place first and as of June 1st, nothing has been heard. The tax reporting will also be made at that time. The next newsletter articles are due by July 1st, it will be going to the printer on July 15th. The newsletter will be coming out at the end of July/beginning of August. There are no changes in the fundraising. **Class Rep positions** are still open for 1950, 1986 and 1999. Mara attended the awards ceremony on May 28th. The **scholarships** for 2013 were awarded anonymously to Rachel Wallace and Dan Huntley. Paul reported that Tri-Bay is up to 49

foursomes and will be using three nines. More golfers are expected. **The Second Grade Project** went well. Kay had adjusted the presentation, Paul arrived a little early and checked the equipment. The presenters were Tom Roehl, Paul and Kevin. The second graders were combined into three classrooms. Mara will be sending Kay a gift card of \$50.00 to thank her for her contribution. **The main database** continues to progress. Paul and Mara continue to look into outside sources to manage the database. **The Distinguished Alumni/Educator** that were selected are Mr. David Nemeck, Class of '56, Ms. Judy Harris Owen, Class of '55, Ms. Amy Chadwick Manko, Class of '81, Mr. Jack Rekstis, Class of '63 and Distinguished Educator Mr. Mark Uhle. Mara sent out letters and has heard from David Nemeck and Judy Harris Owen, Paul heard from Jack Rekstis. The nominators for Amy Chadwick Manko responded as well as Carol Uhle. All those selected are very pleased. The next step will be the press release. The announcements will be at the Homecoming game, before the game starts. The awards will be presented at The Fountain Bleau, Saturday September 21, 2013 at 10.00 a.m.

New Business

In the fall of 2013, there will be a new Discovery Learning Area (DLA) for any class K through 12 for the purpose of providing effective inquiry based learning in an outdoor setting. They are seeking donations for the purpose of supplies and landscaping. A donation from BAF has been tabled until more information is provided.

Adjournment

Mara Manke adjourned the meeting at 7:29 p.m. Next Meeting July 1st at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

July 01, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:03

p.m. on July 1st, 2013 at the Bay Village Police Station Community Room.

Attendance

The following persons were present:

Mara McClain Carol Cole Wayne Reese Tom Phillips

Judy Norton Hugh O'Donnell

Amy Huntley Nancy Mitchell

Kevin Missal

Tom Roehl Al Nelson

Approval of Minutes from Last Meeting

The Minutes from the June 3rd, 2013 meeting were accepted.

Treasurer's Report

Hugh stated that we will have to make name changes for various bank accounts and other reports after the marriage of Mara. Hugh did not distribute a Treasurer's Report; accounts have yet to be reconciled after the Tri-Bay outing. Hugh and Al Nelson did report that each organization should receive \$2,600.00 from the Tri-Bay Golf Outing. The Cleveland Foundation requires a formal written request for the disbursement of the monies for the Class of '66, the check will be made payable to the Bay Alumni Foundation. Hugh will reach out to Brooks to see how he wants to handle that. The Bay Village Schools sent a check in the amount of \$10,389.67, for the Class of '09 for \$4,278.17; Class of 2011 for \$1,823.64 and the Class of 2012 for \$4,287.86. BAF is looking for a check from the Class of 2010 Senior Parents.

Open Issues

Hugh received a letter from the State of Ohio stating that the determination of exemption has been denied. Amy stated that she spoke with Andrew Howard from the state and that we "failed to document the applicability of the exemption", he also said that we cannot have assets over \$25,000.00. We have been reinstated with the Charter and the paperwork for the Articles that had expired has been submitted. Amy will follow up with Andrew Howard from the State of Ohio and also the IRS. We need to have more than one user set up for the State Attorney General website. All correspondence should be sent to the Board of Education address. Amy has samples of the 501(c)(3) verbiage to be added to our website.

The next **newsletter** will be going to the printer on July 15th. All is going well with the newsletter articles, Al will get Mara some picture from Tri-Bay. There are no changes in the **fundraising. Class Rep positions** are still open for 1950, 1986 and 1999. The 2012 **scholarship** for Matthew Melster still has not been picked up. Al reported that Tri-Bay was the second largest outing, netting each group \$2,600.00. This year they had a silent auction that turned out real well adding to the money. Dan Lunoe needs to be reimbursed for the purchase of a gift basket for the auction. **Distinguished Alumni/Educator** Judy Owen Harris, Class of '55 will be coming in from Italy for the award presentation. Mara has heard from all except Mr. Jack Rekstis, Class of '63. Mara will be sending letters to explain the process of the presentation.

New Business

Ms. Ann Mowery, Physics teacher from Bay High school presented her outline for the Discovery Learning Area (DLA). The Bay Ed Foundation grant has provided a start for this project. The purpose of the DLA is to get the students outdoors in an **engaging environment**. BAF has committed \$500.00 to the project and Hugh recommended printing an article for monetary support for the DLA in the newsletter.

Adjournment

Mara Manke adjourned the meeting at 8:06 p.m. **Next Meeting August 5th** at the Ironwood Cafe in Westlake.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

August 05, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:15 p.m. on August 5th, 2013 at the Ironwood Cafe.

Attendance

The following persons were present:

Mara McClain Carol Cole Wayne Reese
Tom Hill
Judy Norton Hugh O'Donnell **Amy Huntley** Paul Hartranft
Kevin Missal Tom Roehl Al Nelson Nancy Mitchell

Approval of Minutes from Last Meeting

The Minutes from the July 1st, 2013 meeting were accepted.

Treasurer's Report

No Treasurers Report stated.

Open Issues

6,300 **Shoreline Newsletters** were mailed out, 3,400 were emailed. Next newsletter articles are due November 1st. **Distinguished Alumni/Educator-Homecoming** event is September 20th and 21st. Paul will take care of the car signs. Hugh, Cristine and Kevin will provide three convertibles, we will need two more. Amy and Kevin will let Mara know if they know of any other convertible available. Mara wants everyone on the float, bring candy and two dozen cookies, she will bring the cider. Amy will be in charge of photos. Hugh will pick up white corsages for the DA/DE brunch. We need paid reservations for the brunch. Amy recommended emailing the Class of 81 to notify them of their classmate being honored.

Adjournment

Mara Manke adjourned the meeting at 7:26 p.m. Next Meeting September 3rd at the Bay Village Police Department community Room.

Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

September 03, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:05

p.m. on September 3rd, 2013 at the Bay Village Police Department Community Room.

Attendance

The following persons were present:

Mara McClain Carol Cole Tom Hill

Judy Norton Wayne Reese Nancy Mitchell

Kevin Missal Tom Phillips

Approval of Minutes from Last Meeting

The Minutes from the August 5th, 2013 meeting were accepted.

Treasurer's Report

No Treasurers Report available.

Open Issues

Amy is working on the registration for the **Ohio Attorney General** and the taxes. Next **newsletter** articles are due November 1st, it will go to the printer on the 15th We are doing well with **fundraising**. **We now have a class rep** for the Class of '99, Allison Kehoe. Mara would like to know if any donations have been received for the **Discovery Learning Area**, Ms. Mowery stated that all is going well, **Distinguished Alumni/Educator-Homecoming** event is September 20th and 21s. Mara asked for a show of hands for who will be attending to the brunch at 10:00 a.m. at the Fountain Bleu. The parade starts on Friday at 5:45 p.m., Mark **Totten may not** be able to tow the hay wagon, if the wagon is not available; Mara will put the rocket balloon in her husband's pick-up truck bed and participants can walk alongside the truck. Please meet at Cahoon Park at 4:15. Hugh, Cristine and Kevin will pick up the DA/DE's at 4:45 with the convertibles; Kevin will be escorting Mrs. Uhle. Everyone please bring cookies and candy. The recognition will be after the first quarter. Matt Spellman has the summary and will do a brief reading; the plaques will be presented then. Hugh will pick up white corsages for the parade. Mara will be bringing cups, napkins and clipboards to the game. Kevin will be working the registration table at the brunch. Paul will be doing a prayer and Mara will pick up some balloons. Mara will need someone to take photos at the brunch. The presenter to Judy Harris will be Dan Marsalek, Bob Reid will be presenting to David Nemec, Paul will be presenting to Jack Rekstis, Vickie Stutson will present to Amy Manco and Kevin will present to Mrs. Uhle. Mara continues to look into **association management companies** that would be able to maintain the database and the newsletter. Mara will be placing an article in the next newsletter searching for companies. Wayne recommended that she place one in The Observer.

Adjournment

Mara Manke adjourned the meeting at 7:25 p.m. **Next Meeting October 7th** at the Bay Village Police Department Community Room. Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

October 07, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at 7:00 p.m. on October 7th, 2013 at the Bay Village Police Department Community Room.

Attendance

The following persons were present:

Mara McClain Carol Cole Tom Hill Cristine Hoffman Hugh O'Donnell
Judy Norton Wayne Reese Billie Crook Brooks Hull Al Nelson
Kevin Missal Tom Phillips Paul Hartranft Amy Huntley Nancy Mitchell

Approval of Minutes from Last Meeting

The Minutes from the September 3rd, 2013 meeting were accepted.

Treasurer's Report

Treasurers Report reflects an operating funds balance of \$23,314.39 available for BAF use.

Open Issues

Amy needs the income and expenses for the last three years to complete the registration for the **Ohio Attorney General** and the 2012 Federal filing. **Next newsletter** articles are due

November 1st, it will go to the printer on the 15th. **Fundraising** is going well. A brief discussion was had about **increasing membership with younger graduates**. Cristine provided the list of **suggestions received from the scholarship** papers. She recommends revisiting this list after the first of the year to see if there is something we may be able to do. The Senioritis book, garage sales, sponsor spirit week, and donkey basketball are a few on the list. Wayne suggested that we look into having student trustees. Amy stated that we would need to create a project for the students to be responsible for. She recommended spirit week paraphernalia to be passed out during football games. Wayne will speak to Jason and report in the next meeting, Amy and Cristine will help with this. Class rep positions are open for the Class of '50 and the Class of '86. **Tri-Bay** has wrapped up, each group received \$2,600.00. An invoice was paid from the previous year for chairs, reducing the amount from about \$3,300.00 Al reported that there are about 60 chairs remaining. Mara asked for a picture and will place an article for the folding chairs in the newsletter. Cristine would like to be removed from the 2nd Grade Projects. Paul feels we need revisions to the project. **The main database** is doing well, 6,300 newsletters were mailed out and 3,471 were emailed, saving money on postage. The donations are still coming in. Hugh reported receiving donations for the **Discovery Learning Area**, Mara will get the details and report to Ms. Mowery. Mara now has a trailer that we will be able to use for the parade float. The **Distinguished Alumni/Educator-Homecoming** went well. The recipients walked out on the field after the 1st quarter and the announcer broadcast the awards. Mara received thank-you note from the recipients.

Adjournment

Mara Manke adjourned the meeting at 8:05 p.m. **Next Meeting November 4th** at the Bay Village Police Department Community Room. Minutes submitted by: Nancy Mitchell

Bay Village Public Schools Alumni Foundation

Meeting Minutes

November 04, 2013

Call to Order

Mara Manke called to order the regular meeting of the Bay Alumni Foundation at

7:10 p.m. on November 4th, 2013 at the Bay Village Police Department Community Room.

Attendance

The following persons were present:

Mara McClain Carol Cole Paul Hartranft
Judy Norton Wayne Reese Hugh O'Donnell
Kevin Missal Tom Phillips Nancy Mitchell

Approval of Minutes from Last Meeting

The Minutes from the October 7th, 2013 meeting were accepted.

Treasurer's Report

Amy Huntley needs a record of income and expenses dating back to 2009 to complete the taxes. Hugh would like some input regarding expense categories. The postal account has a balance of \$228.45. The operating account held a Fifth Third reports \$24,209.85 and the Money Market account has \$23,624.07 for a total of BAF funds of \$48,062.47. Class funds held are \$19,063.62 and \$3,822.00 is Endowment funds, leaving \$25,176.85 available for use. The Cleveland Foundation reported an income of \$3,488.71 and a balance of \$33,761.63. The invoice for the brunch has not been received.

Open Issues

The **newsletter** is being put together now and will be going to the Printer November 15th.

Fundraising is going well. **Class rep** positions are open for the Class of 50 and the Class of '86. Nancy Mitchell will be taking over the **main database** January 1st with assistance from Mara. Hugh reported receiving \$75.00 in donations as of October 27th for the **Discovery Learning Area**. Another article will be included in newsletter to increase the donations.

New Business

Elections for Board Officers take place in January and Mara would like to step down as President.

Adjournment

Mara Manke adjourned the meeting at 7:26 p.m. **Next Meeting December 2nd** at 7:00 p.m. at The Ironwood in Westlake.

Minutes submitted by: Nancy Mitchell