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**BAF Meeting: CANCELLED tonight!**

**Mara (Manke) McClain** <mara.manke@sbcglobal.net>

01/06/14 at 9:55 AM To Mara (Manke) McClain BHS Class Rep 1989 & BAF President, Mr. Paul Hartranft BHS Class Rep 1964 & BAF (Kathy), Jane Rock BHS Class Rep 1959 & BAF, Amy Huntley BHS Class Rep 1983 & BAF, Wayne Reese BHS Class Rep 1956 & BAF, and 18 more... CC Dave Snyder BHS Class Rep 1981, Nancy Wargo BHS Class Rep 1952 & BAF, Holly George Jacob BHS Class Rep 1980,

Dan Lunoe BHS Class Rep 2000 & BAF, Katie Traynor Lufkin BHS Class Rep 1991, and 63 more...

[Spam \(630\)](#) [Trash \(179\)](#)

hi all! Due to the extremely crazy/cold weather tonight, I have decided to CANCEL the January BAF Meeting.

Weather (again) pending, we will meet on February 3rd at 7pm at the Bay Village Police Station.

[Albuquerque \(44\)](#) [Amazon \(12\)](#) [Ancestry \(77\)](#) [BAF \(20\)](#)

of  
THANK YOU! mm

[BAF Database updat...](#)

Thank you! Mara (Manke) McClain '89 Bay Alumni Foundation  
President 37 Greenbriar Ave. Rittman, OH 44270 216.337.9089

[birthday co.](#)

(2)

[Class of 77](#)

"Any man who thinks he can be happy and prosperous by letting the American Government take care of him; better take a closer look at the American Indian."--Henry Ford

[Disney \(100\)](#) [family \(3\)](#)

[Garden-Out... \(18\)](#) [Giant Eagle \(34\)](#) [health \(2591\)](#)

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***Bay Village Public Schools Alumni Foundation***

***Meeting Minutes***

**February 03, 2014**

Call to Order

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

February 3rd, 2014 at the Bay Village Police Department Community Room.

### **Attendance**

The following persons were present:

Mara McClain Tom Roehl Paul Hartranft  
Judy Norton Billie Crook Hugh O'Donnell  
Kevin Missal Tom Hill Al Nelson

### **Approval of Minutes from Last Meeting**

The Minutes for January, 2014 were not available, meeting had been canceled.

### **Treasurer's Report**

Amy Huntley has the check register and is working on the taxes. Hugh was unable to log onto the postal account; he had made a deposit and there was also a mailing, he estimates that there is a \$200.00 to \$400.00 balance. The operating account held a Fifth Third reports \$19,817.05 and the Money Market account has \$23,630.03 for a total of BAF funds of \$43,447.08. Class funds held are \$19,063.62. Hugh is waiting for the year-end report from The Cleveland Foundation.

### **Open Issues**

**The newsletter** articles are due March 1st, going to the printer March 15th.

Mara, Cristine and Nancy are working on the newsletter. Mara would like to reach out to some Bay Alumni "celebrities" for stories for the newsletter. Hugh stated that we need to find the people who can make the connections and mentioned that the owners of the new Nirvana Pizza in Bay are the sisters to musician Richard Patrick and actor Robert Patrick. Paul will try to reach out to Richard North Patterson. Mara will send out an email to Ms. Mowery regarding the status of the **Discovery Learning Area**. Mara and Nancy will be getting together to work on the **database** this month.

### **New Business**

Mara would like to step down as **President**, however, since that is not possible at this time, she stated that at times it will be necessary to conference in or Skype for the meeting. Kevin and Mara met and discussed the President position and Kevin suggested that the position needs to be filled with someone with older children, that was a college leader, or someone in their early twenties that have not started a family. Hugh proposed that we have a "get together" at a Bay location to attract more participants for BAF. It was discussed printing an ultimatum regarding the continuance of BAF. Review and implement some of the ideas from the student **scholarship essays**. A \$250.00 donation to the Bay Ed Foundation was

requested, Al Nelson made a motion to approve and Hugh O'Donnell seconded it, all were in favor, none opposed. Paul will send Hugh a written request for audit purposes. The Tri-Bay brochure is almost complete. Al feels it should go out sometime the beginning of March, it will be combined with the newsletter.

### **Adjournment**

Mara Manke adjourned the meeting at 7:35 p.m. **Next Meeting March 3rd** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

## **March 03, 2014**

### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on March 3rd, 2014 at the Bay Village Police Department Community Room.

### **Attendance**

The following persons were present:

Mara Manke (via phone) Tom Hill Paul Hartranft  
Tom Phillips  
Kevin Missal Carol Cole Hugh O'Donnell Dan Lunoe  
Cristine Hoffman Judy Norton Al Nelson Nancy Mitchell

### **Approval of Minutes from Last Meeting**

The Minutes for February 3rd, 2014 were accepted.

## **Treasurer's Report**

Hugh reported that as of February 28th; there is a balance of \$67.34 in the postal account; he will be depositing \$800.00 to this account per Mara's request. The annual postal permit fee is due April 16th in the amount of \$200.00. The operating account held a Fifth Third reports \$20,204.50 and the Money Market account has \$23,631.84 for a total of BAF funds of \$43,903.68. Class funds held are \$19,063.62. Operating funds available to BAF are \$21,018.06. Hugh discussed the possibility of opening a separate account for Tri-Bay for the benefit of using PaySquare for Tri-Bay. He recommended opening a savings account with no fees as a checking would have fees attached. Tom Phillips questioned the need for a minimum balance in the savings; Hugh felt the other balances would be enough to support the **minimum requirements** but would confirm. Hugh is also going to look into Huntington Bank.

## **Open Issues**

Amy is still working on the tax situation; she has requested all the bank statements and any other deposit records. Hugh has left a message with Amy regarding this. Cristine and Mara are working on the **newsletter**. Hugh stated that the alumni soccer game is the weekend of August 8th, Mara said that would be included in the newsletter and has been added to the website. Cristine will reach out to Patty Heaton for an article in an upcoming Shoreline; she has reached out to a musician in Los Angeles that will submit an article. Paul is reaching out to Richard North Patterson.

**The main database is going well**, the final mailing list will be sent out to Dan Lunoe in the next few days. Mara received an email from Ms. Mowery stating that a major installation will be added to the **Discovery Learning** Area late March/early April weather permitting, Ms. Mowery will send a small article with updates for the **newsletter**. There was a donation received for the **DLA** and we will be sending our donation to Ms. Mowery's attention, payable to the Bay Village Public Schools. Mara would like the **Second Grade Project Committee** to get together for the May presentation. Paul mentioned that Normandy got a new principal and he is not sure if they will be doing this. He will talk to him this week.

## **New Business**

Cristine has sent the **scholarship application** to Fran to upload to the website. The committee will meet the first week in April to review the essays. The

committee includes Tom Phillips, Wayne Reese, Paul Hartranft, Al Nelson and Judy Norton.

### **Adjournment**

Mara Manke adjourned the meeting at 7:30 p.m. **Next Meeting April 7th** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

# ***Bay Village Public Schools Alumni Foundation***

## ***Meeting Minutes***

# **April 07, 2014**

### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on April 7th, 2014 at the Bay Village Police Department Community Room.

### **Attendance**

The following persons were present:

Mara Manke

Tom Hill Paul Hartranft Tom Phillips Lee Rohlke Nancy Mitchell

Kevin Missal Carol Cole Billie Crook **Wayne Reese** Christina Carpadis

Cristine Hoffman Judy Norton Al Nelson **Tom Roehl** Jim Joyce

### **Approval of Minutes from Last Meeting**

The Minutes for March 3rd, 2014 were accepted.

### **Treasurer's Report**

Treasurer's Report not available due to Hugh O'Donnell's absence.

## **Open Issues**

Amy Huntley is still working on **the tax situation**. Al Nelson set up a checking account for the Tri-Bay transactions at Fifth Third Bank. The online registration for the Tri-Bay website is not yet set up; it should happen in the next few days. Cristine was congratulated for the nice job on the **newsletter**, including the article from Mike Ferenci. Sixty-two hundred **newsletters were mailed** and 3,611 were emailed. Once again we are trying to determine how to reach Patty Heaton, Brad Friedel, Rich Patrick from Nine Inch Nails and Richard North Patterson for newsletter articles. Other names suggested were Mike Heaton, Dennis Manoloff, Dave Zastudil, Mike Showalter (Burger King Franchisee), and Steve Wamsley. Next newsletter articles are due July 1st Still trying to find Class Reps for 1950 and 1986. Cristine picked up the applications for **the scholarships and sent copies to her committee**, there are 15 apps in total, two of them from males. They will be meeting April 12th to go over them. The decision needs to be made by April 17th; the decision will be made Saturday. Al stated that the website is halfway complete for Tri-Bay. Posters have been distributed to Bay businesses. A new mailing including information and the brochure was sent to the sponsors. All the previous participants will receive emails. Bill Landers will be doing door to door solicitations for advertising, if anyone knows a Bay business owner, mention we are looking for businesses to advertise in the Tri-Bay Golf Classic brochure. **The Second Grade Project Committee** will be meeting tomorrow, April 8th. Paul will call the principal for a date.

**The main database** is going well; updates are being forwarded to Nancy for input. – Hugh has sent a check for \$575.00 to Ms. Mowery for the **Discovery Learning Area**, **seventy-five dollars** from alumni donations, \$500.00 from BAF.

## **New Business**

Discussion of implementing **ideas from the scholarship essays** has been tabled to a future date. The search for a new **BAF President** was included in the newsletter; two alumni contacted Mara regarding the position and attended the tonight's meeting. Mara would like them to become familiar with the activities of BAF and perhaps **appoint a new president in October**. **In the meantime**, for Mara's attendance, we will be using Skype. Mara sent an email to the school requesting the **2014 graduating roster** to be added to the database and attached to the email a Welcome Letter to be included in the graduating packet.

## **Adjournment**



Mara Manke adjourned the meeting at 7:42 p.m. **Next Meeting May 5th** at 7:00p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

#### **May 05, 2014**

##### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on May 5th, 2014 at the Bay Village Police Department Community Room.

##### **Attendance**

The following persons were present:

Mara McClain via phone

Tom Hill Tom Phillips Mike Voll

Kevin Missal Paul Hartranft Hugh O'Donnell Nancy Mitchell

Judy Norton Al Nelson Lee Rohlke

##### **Approval of Minutes from Last Meeting**

The Minutes for April 7th, 2014 were accepted.

##### **Treasurer's Report**

The Treasurer reported that there is \$81.71 in the postal account and \$18,923.56 in the operating account at Fifth Third Bank. The money market account at Fifth Third Bank has \$23,635.79. Hugh would like to do a clean-up of the class funds that are being held in the amount of \$19,063.62. With all funds combined, BAF has \$19,755.44 available for use. Al Nelson requested \$2,105.12, the amount we held for the benefit of Tri-Bay. Now that Tri-Bay has established its own checking account, they will deposit those funds directly into their account. A motion was made by Paul to issue Al Nelson a check for \$2,105.12, Judy seconded it, all in favor, none opposed. Hugh received a notice from the IRS revoking BAF's non-profit status. Hugh will email a copy of this letter to Mara. Mara and Hugh want this resolved.



### Open Issues

Mara will be receiving the **2014 class roster** from Gay Mayfield and Judi Hansen some time the first week of June. Mara did not receive a response regarding the inclusion of the alumni "welcome letter", she will call for confirmation that this letter will be included with the graduation packet. **The next newsletter** will be July 15th, the articles are due to either Mara or Cristine July 1st The Scholarship Committee met and reviewed the applications for the **scholarships**. The committee would like to make a special consideration for the 2014 scholarships and present three scholarships. Cristine was very impressed with an essay that referred to the influences of being educated in the Bay schools and some of the lives lost and the impact it made on her. Paul made a motion to issue three scholarships this year, Al seconded it, all were in favor, none opposed. Hugh will email Cristine with this decision.

### **New Business**

Mike Voll had questions regarding our fundraising. He stated that he would be happy to make some phone calls for donations. Previous fundraising ideas were revisited.

### Adjournment

Mara Manke adjourned the meeting at 7:35 p.m. **Next Meeting June 2nd** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

## **June 02, 2014**

### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on June 2nd, 2014 at the Bay Village Police Department Community Room.

### Attendance

The following **persons were present:**

Mara McClain via phone

Tom Hill Tom Phillips Mike Voll Nancy Mitchell

Kevin Missal Paul Hartranft Hugh O'Donnell Wayne Reese

Judy Norton Al Nelson Lee Rohlke Cristine Hoffman

### **Approval of Minutes from Last Meeting**

The Minutes from the May 5th, 2014 meeting were accepted.

### **Treasurer's Report**

The Treasurer reported that there has been no activity since the last report. He has prepared a deposit which is pending. The normal activity for this time of year has been handled by Al Nelson with the Tri-Bay account at Fifth Third Bank.

### **Open Issues**

Al Nelson reported that the Tri-Bay golf outing has 57 groups this year, three more than the **max**. This is the largest turnout yet. Hugh has not heard from Amy Huntley regarding the notice received from the IRS revoking. Lee Rohlke will **give** her a call. Lee will send a reminder to Judi Hansen for the **2014 class roster**. Lee stated that the Class of 2014 received the alumni "welcome letter" during the **practice march**. The **next newsletter will** go to the printer July 15th, the articles are due to either Mara or Cristine July 1st. It should be mailed **by** the end of July. Hugh stated information for the Alumni games should be in this newsletter. Al will have his article about the golf outing. Hugh suggested adding a "mail date" to the agenda, item V. a. newsletter. Mike Voll made a few calls regarding **donations**, he stated that until our 501(c)3 status is resolved, he feels uncomfortable asking for sizeable donations. Hugh made a motion to create the position of Fundraising Chairperson, seconded by Nancy Mitchell, all were in favor, none opposed. Mike Voll will fill the position of Fundraising Chairperson for the 2014-2015 school year. Donations can be earmarked. Cristine announced the **2014 scholarships winners**; they are Colleen Kowalski, Shaley Stearns and Robert Ziebarth. Colleen and Robert were the initially chosen for the scholarship; however, Cristine felt the third was also entitled for her heartfelt presentation, therefore three scholarships were presented. They have received their scholarships and have been told to contact Hugh. The essays suggested that we be more present at the school and that we be involved with the senior fundraising for their prom. Fundraising ideas suggested a Pettiti's day or selling generation merchandise. Another was selling envelopes in which the senior makes a **note** to themselves or to someone else. These envelopes would be stored and then opened at the 10 year reunion. **Second Grade Projects went** well; Paul feels that the school will want to continue

with this program. **The Main Database** continues to have updates. Cristine suggested periodic updates be sent to the class reps.

### **New Business**

Lee Rohlke spoke with Jason Martin about ideas to have more of a **connection with the school and** a designated area at the school that would be for BAF. Lee said he believes this will happen. Lee also spoke with Mark Mutch to improve the connection to alumni on our website. The subject of using Skype was brought up and Mike Voll stated that "go to meeting" would be needed. Hugh suggested an article asking alumni if they would be interested in participating in a meeting using this service to justify the cost.

### **Adjournment**

Mara Manke adjourned the meeting at 7:50 p.m. Next Meeting July 7th at 7:00p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

## **July 07, 2014**

### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on July 7th, 2014 at the Bay Village Police Department Community Room.

### **Attendance**

The following persons were present:

Mara McClain

Tom Hill Tom Phillips Mike Voll

Tom Roehl

Kevin Missal Al Nelson Hugh O'Donnell Cristine Hoffman Nancy Mitchell

Judy Norton Carol Cole Lee Rohlke John Gross

### **Approval of Minutes from Last Meeting**

The Minutes from the June 2nd, 2014 meeting were accepted.

### **Treasurer's Report**

The Treasurer stated that there is no report available. He did report that no checks have been written in the last two months with the exception of \$800.00 to replenish the postal account. A check was deposited from Tri-Bay in the amount of \$4,250.00. Hugh also received monies to be held from the class of 2012, \$1,966.38 and 2013 in the amount of \$5,218.56; this will be on the next report. There is interest to know what the class of 2013 did for their fundraising and would it be something we can do ourselves. Hugh requested BAF consider purchasing a board from the Bay Challenge Cup for \$100.00 to \$150.00. This would include a full page ad. Tom Phillips moved that we purchase this advertising, Tom Roehl seconded it, all were in favor, and none were opposed. Mara will forward the BAF logo to Hugh for the ad, Mara would like to see this before it goes to the printer. Mara will also give the magnets to Hugh for sale during the Bay Challenge Cup. Mara transferred close to \$1,000.00 in donations from the Pay-Pal account to Fifth Third. Brooks Hull would like to know the balance in the Class of '65 Cleveland Foundation account. Hugh stated that the last report received from The Cleveland Foundation was for the 2014 1st quarter, at that time there was a balance of \$35,869.17 with \$3,800.00 available for distribution. The 2nd quarter statement should be received soon.

### **Open Issues**

Mara thanked Cristine for presenting the **scholarships**. Hugh stated that The Villager published a photo of another group presenting their scholarship check; he wants to have the scholarship recipients photographed receiving their check and have something published for us as well. Photos and articles can be submitted to the paper. Mara requested that we start doing this at events and to use any connections available. Mike Voll suggested having the Distinguished Alumni names added to channel 31. Amy filed all the necessary paperwork and paid an \$850.00 fine to reinstate the 501(c)(3). She wants to get started on 2014. Mara spoke to Amy regarding John Gross assuming the role of tax accountant. Once everything has settled with regard to the 501(c)(3), John Gross will be appointed as the BAP CPA. The **Main Database continues to have updates**. The Class of 2014 has **been entered**. Mara reminded the group that **elections** are January 5th, 2015 and that she will be stepping down. Mara sent **the newsletter** prep to Cristine. Cristine stated that the newsletter is almost complete, she is including an article on Al Nelson. We need more names for

the "Where are They Now" article, Al suggested contacting the class reps and having them pick someone from their class. Mara will do an article regarding the alumni self-promotion that is written up in the newsletter. Hugh suggesting selling ads for print in the newsletter, limiting the number of ads per publication. Lee stated that we need to further develop the website and place the ads with links there. The printing cost for the newsletter is \$1,700.00. Most agreed that the website would be the place for this and Mara stated that someone would need to be in charge of this. There was **conversation of utilizing students to develop this website in exchange for scholarship money.** Al suggested gathering a few people to discuss the parameters first. Both Lee and Mike said they could get more people involved. Mike Voll stated that he has set a goal to raise \$10,000.00 in the school year 2014-2015. Mike will be attending reunion events and football games to solicit donations. He likes the envelope idea for the senior class and will present sample questions that would be included in the envelope at the next meeting. Cristine stated that someone from BAF should be outside the cafeteria selling these envelopes so that the students can put a face to the alumni. Tri-Bay had 228 golfers and raised over \$13,000.00 in total, giving \$4,250.00 to each group. Hugh mentioned that the DLA area at the high school looks nice, it is well laid out and had a lot of people in the area.

#### **New Business**

**Homecoming** is Friday, October 10th Mara will be pulling Dave McClain's trailer. If it is not raining, Mara will get a helium tank and blow up the balloon, if it is raining, this will not happen. Be at the Cahoon gazebo at 4:30 for set-up and boarding of the float. Mara wants everyone there, bring lots of candy. We need cider and cookies for the stadium.

#### **Adjournment**

Mara Manke adjourned the meeting at 8:07 p.m. **Next Meeting August 4th** at 7:00 p.m. at The Ironwood in Westlake.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

**August 04, 2014**

#### **Call to Order**

Mara Manke called to order the regular meeting of the Bay Alumni Foundation on August 4th, 2014 at the Ironwood Restaurant in Westlake.

### **Attendance**

The following persons were present:

Mara McClain

Tom Hill Tom Phillips Mike Voll Nancy Mitchell

Lee Rohlke Al Nelson Hugh O'Donnell Cristine Hoffman

Kevin Missal Carol Cole Tom Roehl Billie Crook

Judy Norton Amy Huntley John Gross Wayne Reese

### **Approval of Minutes from Last Meeting**

The Minutes from the July 7th, 2014 meeting were accepted.

### **Treasurer's Report**

The Treasurer did not have a report available. He reported that no checks have been written and there has been a few deposits, Hugh has received the requests for the scholarship funds. The Class of 79 has requested their money and Hugh shows no record of holding any for them. He would like to review records to see if there is any mention of receiving money for them.

### **Open Issues**

Amy filed all the necessary paperwork and paid an \$850.00 fine to reinstate the 501(c)(3) and the check has cleared. Once we receive the reinstatement, the returns will be filed. Mara resigned her position as **President** effective immediately appointing Lee Rohlke as Acting President. Mara turned over a flash drive with all the information Lee will need to move forward. Cristine asked how we will handle the **newsletter** and Mara felt it can be figured out over the next few months. There are a few things to get in place such as the website email. Mark Mutch can give someone a "crash course" in working the website. Mara stated that previously, the newsletter prep was put together using multiple resources including mail, email and donations; articles submitted by others including Kay Laughlin. There will be details to work out and Mara will be available for assistance. The **newsletter was mailed out one week after the email version was sent**; 3,680 newsletters were emailed and 6,371 were mailed. Amy Huntley has an idea for an article about the renovations at the high school and how the old has become the new. The next articles are due November 1st, get them to Lee or Cristine.



Hugh stated that an article should be done regarding the Bay Alumni **sponsors on the new scoreboard**, he will work with Dave Snyder to create an article. Mara will be bringing the truck and trailer along with the balloon and helium for the **homecoming** parade. She will then turn the balloon over to Lee. Cristine has a neighbor with an old fire truck that we may like to use in the parade; she will check on this. Mike Voll stated that he spoke with about fifteen alumni; his goal to raise \$10,000.00 in the school year 2014-2015 will be easily attainable once the 501(c)(3) is in place. The companies of donors can match the gift to BAF.

### **New Business**

AAAA

Al Nelson requested an updated BAF roster. Tri-Bay date for next year is Friday, June 12th Cristine will add a "save the date" in the newsletter. Lee has been talking to Mark Mutch about the website and to the principal about involvement. He would like to make it a priority that BAF is recognized in the schools. He feels this can be achieved by: Designate the courtyard at the high school as Bay Alumni Courtyard. We can make it want we want. Amy will talk to Dave Newsome about making a sign similar to the Rocket Country sign above the concession stand. Have a raffle sponsored by BAF for an RV for prom night. Create an app and create a new younger website and get media coverage. Take ownership of Homecoming, we need an honorary chairmen in charge of the parade, every year a new slogan for Homecoming. Raise money for a new electronic sign in front of the school if city ordinances would allow. **Improve the back gym entrance where the visiting football** teams exit for games. BayRockets.com domain has become available and we will bid to hold this.

► >

### **Adjournment**

The meeting adjourned at 8:52 p.m. **Next Meeting September 2nd** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

***Bay Village Public Schools Alumni Foundation***

## ***Meeting Minutes***

# **September 02, 2014**

**Call to Order**



Lee Rohlke called to order the special meeting of the Bay Alumni Foundation on September 2nd, 2014 at the Bay Village Police Station Community Room.

Paul Hartranft

**Attendance**

The following persons were present:

Lee Rohlke

Kevin Missal Tom Hill

Amy Huntley Tom Phillips

Hugh O'Donnell Mike Voll

Cristine Hoffman Nancy Mitchell

Judy Norton Wayne Reese Tom Roehl Billie Crook

John Gross

**Approval of Minutes from Last Meeting**

The Minutes from the July 7th, 2014 meeting were accepted.

**Treasurer's Report**

The Treasurer did not have a report available. He reported that no checks have been written and there has been a few deposits, Hugh has received the requests for the scholarship funds. The Class of 79 has requested their money and Hugh shows no record of holding any for them. He would like to review records to see if there is any mention of receiving money for them.

**Open Issues**

Amy filed all the necessary paperwork and paid an \$850.00 fine to reinstate the 501(c)(3) and the check has cleared. Once we receive the reinstatement, the returns will be filed. Mara resigned her position as **President effective** immediately appointing Lee Rohlke as Acting President. Mara turned over a flash drive with all the information Lee will need to move forward. Cristine asked how we will handle the **newsletter** and Mara felt it can be figured out over the next few months. There are a few things to get in place such as the website email. Mark Mutch can give someone a "crash course" in working the website. Mara stated that previously, the newsletter prep was put together using multiple resources including mail, email and donations; articles submitted by others including Kay Laughlin. There will be details to work out and Mara will be available for assistance. The newsletter was mailed out one week after the email version was sent; 3,680 newsletters were emailed and

6,371 were mailed. Amy Huntley has an idea for an article about the renovations at the high school and how the old has become the new. The next articles are due November 1st, get them to Lee or Cristine. Hugh stated that an article should be done regarding the Bay Alumni sponsors on the new scoreboard, he will work with Dave Snyder to create an article. Mara will be bringing the truck and trailer along with the balloon and helium for the **homecoming** parade. She will then turn the balloon over to Lee. Cristine has a neighbor with an old fire truck that we may like to use in the parade; she will check on this. Mike Voll stated that he spoke with about fifteen alumni; his **goal to raise \$10,000.00** in the school year 2014-2015 will be easily attainable once the 501(c)(3) is in place. The companies of donors can match the gift to BAF.

### **New Business**

Al Nelson **requested an updated BAF roster**. Tri-Bay date for next year is Friday, June 12th, Cristine will add a "save the date" in the newsletter. Lee has been talking to Mark Mutch about the website and to the principal about involvement. He would like to make it a priority that BAF is recognized in the schools. He feels this can be achieved by: Designate the courtyard at the high school as Bay Alumni Courtyard. We can make it what we want. Amy will talk to Dave Newsome about making a sign similar to the Rocket Country sign above the concession stand. Have a raffle sponsored by BAF for an RV for prom night. Create an app and create a new younger website and get media coverage. Take ownership of Homecoming, we need an honorary chairmen in charge of the parade, every year a new slogan for Homecoming. Raise money for a new electronic sign in front of the school if city ordinances would allow. Improve the back gym entrance where the visiting football teams exit for games. **BayRockets.com domain has become available** and we will bid to hold this.

>

### **Adjournment**

The meeting adjourned at 8:52 p.m. **Next Meeting September 2nd** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

***Bay Village Public Schools Alumni  
Foundation***

# ***Meeting Minutes***

## **October 06, 2014**

### **Call to Order**

Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on October 6th, 2014 at the Bay Village Police Station Community Room.

### **Attendance**

The following persons were present:

Lee Rohlke

Kevin Missal Tom Hill

Cristine Hoffman Peggy Joyce

Tom Phillips Mike Voll

Carol Cole Bill Landers

Nancy Mitchell

Judy Norton John Gross Hugh O'Donnell Brook Hulls

Paul Hartranft Jim Joyce Al Nelson **Dan Krueger**

### **Approval of Minutes from Last Meeting**

The Minutes from the September 2nd, 2014 **Open House**, were not available.

### **Treasurer's Report**

Hugh and John Gross are reviewing the past activity and getting the tax status cleared up, therefore, there is no report available. John will be taking over the responsibilities as Treasurer. John stated that Amy sent in the necessary paperwork for the 501(c)(3) reinstatement in June and received a response from the IRS in August stating that the process will take about 90 days. The state filing will be started. Mike Voll is holding off on any large fundraising until our status has been reinstated.

### **Open Issues**

Lee discussed whether a write-up should go in the November newsletter discussing BAF's upcoming projects or postpone this until the 501(c)(3) has been reinstated. He thinks the focus on this newsletter should be Mara **stepping down, our involvement with**

**homecoming, further involvement** with the high school and the scholarships. The sign project, the athletic entrance and Bay Alumni Square can then be the focus. The articles are due to Cristine by November 1st Lee wants to start a new feature called "Hey Have You Got 10 Minutes and set up interviews with some teachers. He would like Kevin to be a "historian", providing articles about "A Day in History". Cristine suggested Kevin can Google information and it was also suggested he look at old yearbooks. Lee also suggested adding the play schedule to the newsletter. Lee would also like to add to the newsletter that we will soon no longer issue a paper newsletter and begin funneling people over to Facebook and the website. It was asked how people would know that the newsletter was available for viewing online. Dan stated that the email system that can be set up can have notifications set to it. There was further discussion on people requesting a paper newsletter and that number would probably be no more than 200. Cristine stated that the Boosters no longer print a newsletter, that it is emailed and that it is sent whenever there is something to say. Beginning 2016, Lee would like to do a once a year glossy newsletter in September highlighting homecoming. Dan Krueger has set up a Twitter page and is building **BayRockets.com**. He has set it up that BayRockets.com and BayAlumni.com will point to each other. Mark is working on setting up the ability to issue email addresses. We may have to have someone from the school issue permissions for this since Google Mail provides free business service to educational institutions. These email addresses will then always be in existence whether they are used or not. The Google Mail administrator can segregate each class into its own group. Lee, Nancy and Cristine met with Mara regarding the **transition of duties**. The control of BAF's Facebook page has been changed from an open group to a closed group with Lee and Nancy being able to approve members, PayPal and the website will be under the control of Lee and Mail Chimp will be handled by both Cristine and Nancy. Lee is working on **establishing a school/alumni relationship** with Jason Martin at the high school. Hugh stated that we have to remember that we represent all alumni from Bay, not just the graduating alumni. Lee has had conversations with both Jason Martin and the **Assistant Superintendent** about BAF. Lee will be speaking at the **homecoming** pep rally. He asks that people be at the gazebo for the parade at 5:00, the parade starts at 5:45. Jim Joyce may use his boat for the balloon since we have no trailer. Please bring candy. Homecoming After Party at the Bay Lodge. Lee will be picking up food and taking it to the Lodge. Jim and Peggy will meet Hugh there at 3:30 for set up. Homecoming next year is October 2nd vs. Normandy.

## **New Business**

Al Nelson received correspondence from Sue Cole Mowery regarding request from residents inquiring about Bay Village t-shirts and sportswear. She would like to know if we could advertise this, proceeds would go to the firework fund. It was agreed that we

could add a line in the newsletter. Lee has asked the Student Council President to join our November meeting.

### **Adjournment**

The meeting adjourned at 8:34 p.m. **Next Meeting November 3rd** at 7:00 p.m. at the Bay Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell

## ***Bay Village Public Schools Alumni Foundation***

### ***Meeting Minutes***

## **November 03, 2014**

### **Call to Order**

Nancy Mitchell called to order the regular meeting of the Bay Alumni Foundation on November 3rd, 2014 at the Bay Village Police Station Community Room.

### **Attendance**

The following persons were present:

Kevin Missal

Judy Norton Hugh O'Donnell

Al Nelson Tom Roehl

Bill Landers

Jim Joyce Mike Voll Nancy Mitchell

Tom Phillips Billie Crook

### **Approval of Minutes from Last Meeting**

The Minutes from the October 6th meeting were approved.

### **Treasurer's Report**

Interim Treasurer John Gross was not in attendance however he reported that 501(c)(3) status has been reinstated with an effective date of November 2013, therefore no contributions were at risk of being non-tax deductible. He is working on the State of Ohio filings. The bank accounts were moved to Huntington Bank at the end of October receiving a \$300.00 for a new account promotion. As of October 31, there is approximately \$50,000.00 in **the money market** and checking accounts. Approximately \$36,000.00 is with The Cleveland Foundation. BAF funds of approximately \$86,000.00 include \$48,576.40 of funds being held for Bay Alumni classes.

### Open Issues

Mike Voll is reaching out to people that can potentially donate \$3,000.00 to \$5,000.00. He will be writing a **marketing plan** for raising \$30,000.00. He would like access to the alumni database for the purpose of communicating upcoming **activities and fundraising**. He brought up the idea of taking over the concessions at **the games and the opportunity** it could bring. Most everyone highly anticipates the onset of Rockets.com Hugh stated that at the **Homecoming** game, the classmates did not see us in the pavilion. It was suggested that we move over to the wall, making more of a tent that you would have to walk through. Al said that BAF had previously rented a large tent. Mike felt we missed an opportunity for fundraising due to our proximity. If we can catch more people, the turnout at the after party could have been better. Al feels more signs or a banner on a pole may be needed. Jim suggested a sign right outside the entrance to alert people we are there. Mike feels that the date of the game may have something to do with attendance due to weather getting colder. Al has confirmed the reservation for the **Alumni Hall of Fame brunch** for Saturday, October 3, 2015.

### New Business

Jack Rodman and Katherine Kerka introduced themselves and described their duties as council members. Jack stated that they will be the voice of the Class of 2015. Both stated that the speech Lee gave at the Homecoming was good. Katherine said it made them think of how they may use BAF in the future. Hugh asked what we can do for the students now that may help them in the future. We talked about holding some sort of **career day**, providing direction for a certain career choice since the school does not currently have one. Katherine said the administration is open to ideas. Hugh asked if **we were** in the cafeteria at lunch, would we be approached by the students and Jack answered that most of the seniors are not in the cafeteria at lunch. Jack recommended a flyer with our resources that the guidance counselors can give to students. Jim asked that if the students have any ideas that come up, to please let Lee or someone know. When asked if the students would search out the alumni on social media, Katherine said that Facebook is not as popular, Twitter and Instagram are used more. Jack stated that we need to advertise the scholarship because that is **always on seniors' minds**.

### Adjournment

The meeting adjourned at 7:44 p.m. **Next Meeting December 1st at 7:00p.m.** at the Ironwood Cafe.

Minutes submitted by: Nancy Mitchell



# ***Bay Village Public Schools Alumni Foundation***

## ***Meeting Minutes***

**December 01, 2014**

### **Call to Order**

Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on December 1st, 2014 at the Ironwood Cafe.

### **Attendance**

The following persons were present:

Lee Rohlke

Jim Joyce Mike Voll

Judy Norton John Gross

Cristine Hoffman

Peggy Joyce Carol Cole Nancy Mitchell

### **Approval of Minutes from Last Meeting**

The Minutes from the November 3rd meeting were approved.

### **Treasurer's Report**

Interim Treasurer John Gross reported that the State of Ohio filings have been accepted and Amy gave him the copies. John filed an application for the trade name Tri Bay Golf Classic which will allow for banking transactions under that name. John and Al are still working on getting the account set up at Huntington Bank. There has not been much activity for donations; since July there has been a total of \$2,033.45 donated for operations and \$100.00 in donations for the endowment fund. Expenses for the same period totaled \$6,738.22 for a net loss of \$4,297.71. Total income is \$36,382.17, monies held for class funds and Tri-Bay total \$50,743.58. Combined income and funds held total \$87,125.75; The Cleveland Foundation has a balance of \$37,035.03 and we have on deposit at Huntington Bank \$50,090.72.

### **Open Issues**

Mike Voll asked if the class reps were aware if we were holding money and if there is an audit performed on it. Lee wants to bring in the senior Student Council



President and the Class President each November to that they will be aware of us and know what is happening. Mike questioned whether there would be any benefit to having an **alumni representative** added to the student council. Lee felt that was a good idea and felt we could reach out to the guidance office for direction. Mike Voll stated he would take care of this after January elections. Cristine suggested that this person could also be their internet person to create the class website because the scholarship essays continually state that a class website or Facebook class page is needed. Authority for the receipt of class funds was discussed. The class rep should have to authorize the request of class funds and we should have some sort of acknowledgment signed that the **money was withdrawn**. Carol Cole asked if we will run an article regarding the mailing of the **newsletter** to include request for a "subscription" to anyone still wanting a hardcopy mailed. The objective is to get away from mailing a newsletter effective 2016 but it was agreed that some form of a newsletter can be sent even if it is just run of a copier. John asked if there was a way to distinguish who as a group is receiving the hard copies, it was determined that it is the latest graduating class that receives the majority of hard copies. Lee feels we can remedy this with the Google email addresses. It was discussed that we should send one newsletter per address. Lee reiterated that the end of 2015, we will no longer send a paper newsletter (unless subscribed with a suggested donation) with the exception of one glossy newsletter sent out prior to Homecoming. We will be sending an electronic newsletter twice a year. Lee would like to establish a **Homecoming Chairperson**. It was mutually agreed that the Homecoming After-Party is a good idea. More advance planning will be needed; moving the party to The Copper Cup with a small admission was discussed. We will be **moving our location from the pavilion to the area up front near the wall** for better visibility. We will not try to get involved with the **concessions** at the field. The Class of 65 and the Class of 85 will have **their reunions during Homecoming**. Lee thought the candidate for **Bay Abroad** has been chosen. Our involvement will be to track that individual,

### **New Business**

Lee would like to create different board members such as someone in charge of I.T. Questions about the duties of Trustees and **purpose of the foundation** were discussed. New members will be sent a copy of the By-Laws. Looking into outsourcing the role of Treasurer Bay grads at **FRC Financial**. Voting for **Board Members** takes place in January, Mike Voll requested BAF letterhead for donation acknowledgement. An acknowledgement needs to be sent for any donation over \$250.00

### **Adjournment**

The meeting adjourned at 8:50 p.m. **Next Meeting January 5th** at 7:00 p.m. at the Bay

Village Police Station Community Room.

Minutes submitted by: Nancy Mitchell