

## BAY ALUMNI

FOUNDATION

# Meeting Minutes January 04, 2016

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on January 4th, 2016 at the Bay Village Police Station Community Room.

### **Attendance**

The following persons were present:

Lee Rohlke

Jim Joyce Judy Norton

John Gross Wayne Reese

Mike Voll Cristine Hoffmann

Peggy Joyce Al Nelson

Walter Rekestis Nancy Mitchell

Tom Phillips Paul Hartranft Kevin Missal Tom Miller Tom Roehl

**Approval of Minutes from Last Meeting** The Minutes from the December 7th meeting were approved.

### **Treasurer's Report**

John Gross reported that there has been little changes since last month. The Cleveland Foundation has a little over \$46,000.00, including the class of 66 funds, the endowment fund and the Rich Voiers scholarship fund. Michelle and Kevin from the Cleveland Foundation gave a presentation of how the foundation handles our funds. The Cleveland Foundation grants out over 90 million dollars annually into the greater Cleveland community. BAF has an investment income of \$7,000.00, \$40,000.00 "gifted" and we made a \$500,00 distribution, leaving a balance totaling over \$46,000.00. The Cleveland Foundation offers direct gifting to our fund from their online portal.

The Cleveland Foundation will manage all the financial reporting of our fund, sending out letters, tracking all information and sending out gift acknowledgements. Michelle will send Lee info on the planned giving programs available. They can also help with the marketing of planned giving. Our fund is in the Vanguard pool and the activity is published. Grants can be applied for online. Earnings can be used however we want.

### Open Issues

Lee stated that he had a lot of responses from the last Shoreline and it was very favorable, people said that we are doing a lot of nice things. Jim will be working with the Bay Village Historical Society to create some historical posts about Bay and the schools titled "a day in Bay" on Facebook. There may potentially be a combined effort for a scholarship. Cristine will be uploading the scholarship information to Fran at the school this month. Lee wants to put out an email blast highlighting the scholarship programs sometime in February. The next Shoreline is the one that will only be digital for those who graduated 1975 and later. Lee had a concern about the 2016 graduating class; we will need to get the class signed up at graduation. Mike Voll asked about the possibility of magnets being sold at the basketball games by the parents manning the booth, he will reach out to Matt Spellman. Jim will find out from Carol how many are left. Lee is looking for ideas for class fundraising projects for the reunion planners or any class rep, the class of 1985 just bought new banners for the high school gym. The sailboat in the front of the building and the athletic exit **was two examples mentioned**, Field Day is in the plans, we are looking into sponsorship from different colleges and the military. Cristine reported numbers for the newsletter email, 4,299 emailed, 2,000 opened the email, 1,200 clicked on the newsletter. Mike suggested putting that in the newsletter. Cristine is going to include a headline for one of the stories to get more people to open the newsletter. 253 emails bounced back and were repeated. Cristine will check to see where the bounce backs are sent Lee wants to move the meetings to the high school, beginning in February, an email will be sent to verify the location, Jim needs the updated emails for the basketball players.

### New Business

Tom Phillips moved that we table the voting on the Code of Regulations until the next meeting, Cristine seconded it. John asked if we have a conflict of interest policy.

### Adjournment

**The meeting adjourned at 8:07 p.m. Next Meeting Monday, February 1st at 7:00p.m. Location to be announced.**

## BAY ALUMNI

FOUNDATION

# Meeting Minutes February 01, 2016

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on February 1st, 2016 at the Bay Village High School Library.

### **Attendance**

The following persons were present:

Lee Rohlke

Jim Joyce Judy Norton

Paul Hartranft Wayne Reese

Kevin Missal Cristine Hoffmann

Tom Miller Tom Roehl

Carol Cole Judy Kelly Krueger

Guest - Evelyn Allen Guest - Eileen Vernon

Tom Phillips Tom Hill Brooks Hull Al Nelson Eve Uhland Guest - Rich Veres

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

The Minutes from the January 4th meeting were approved.

**Treasurer's Report** \* John Gross was not present but however reported to Lee that there was nothing new to report.

### **Welcome Guest**

Evelyn Allen with **The Bay Village Foundation** spoke about what they do. They have been active for twenty years in raising funds to support all sorts of projects in Bay

Village. Projects are submitted to The Bay Village Foundation and grants are issued for the completion of these projects. The Bay Village Foundation started as a single, very ambitious project called Play-in-Bay, a children's playground. In the last twenty years, wear and tear has made the refurbishing of the playground necessary. The Bay Village Foundation is currently raising funds for the refurbishing and addition to Play-in-Bay. Rich Veres then spoke stating their presence is not a push for money but to grow the partnership between BAP and The Bay Village Foundation that we have mutual goals in doing things for our children and grandchildren growing up and to get the word out about who they are and what they are doing. He said that the playground will include an area for musical influence; that you can bang on a drum, and that ties with the strong music programs in the high school. Rich introduces Eileen Vernon who told her recollection of how The Bay Village Foundation began. Her thoughts is that Play-in-Bay should be preserved. Quotes and plans have now been received and The Bay Village Foundation decided to come up with the first \$16,000.00 as an anniversary gift. This first phase has been installed and is currently being used. To date, they have raised another \$58,000.00 including a gift from the Kiwanis. The project budget is \$95,000.00. She asked how many of our members have grandchildren using this equipment. Brooks Hull asked if there was any sort of signage at the playground indicating the fundraising efforts currently happening. Eileen indicated that there is not a weather-proof sign, however thought that was a good idea. She asked that we include an article regarding Play-in-Bay in our newsletter so that alumni who may have worked on this project twenty years ago can see what is happening today. Lee agreed we would, Rich spoke briefly about planned giving and giving of assets and how The Bay Village Foundation has accepted these.

### Open Issues

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Lee emailed the new **scholarship partnering initiatives**, with the intention of being able to do more and have more community involvement, Nearly half of the organizations or people who offer scholarships are Bay grads. Since we want to offer a scholarship honoring the arts and BAYarts currently has a scholarship, we can partner with them to increase the amount of the scholarship. Jim spoke about the intention of combining scholarships with The Village Project to recognize a student who has volunteered with many hours in the name of an alumni who also has dedicated their time to The Village Project. Al questioned who determines how much we put in towards the scholarships and whether we have the funds to do this. Lee said that we all need to try to get more donors and more people sharing their Bay High experience. Al said he feels Lee is doing great with the marketing of BAF. Jim said he thinks that the money for these scholarships will be donated, that we will not have to take any out of the general funds. It was agreed that the existing scholarships should remain the same. Jim made a motion to provide up to \$1,000.00 to The Village Project and \$500.00 TO BAYarts for scholarships contingent

on raising the funds to do so. Brooks seconded it, all were in favor, none opposed. Lee has talked with Mark Mutch about once again doing our **website**. He is adding pull-downs for easier donations. Brooks asked if the individual class Facebook pages are linked to the Bay Alumni Facebook page. Pages are not linked, but any member of the alumni page can make a post directing to another class Facebook page. Class links are available on our website directing to another website. The Bay Alumni Foundation website has an events page where information on reunions can be posted. Lee stated that the school has already issued **email addresses** to all their students. Lee will be having a meeting with Clint Keener and Jason Martin and will discuss the access to these email addresses after graduation (release required?) in addition to some projects that certain classes would like to head up for the benefit of the schools. Lee wants to have a release form available for students to sign at Field Day. Lee will be getting together with Cristine to create and email the first **Rocket Blast** that will be sent between the Shoreline. It will be short and contain five great things.

As a way of creating **content on our Facebook page**, we will be creating a series of short video's relating to the history and individual experiences at Bay High school. Jim has a few people lined up for interviews. Paul discussed adding to and creating a way to pause the presentation for the **Second Grade Project**. Kevin has joined the **scholarship** committee, Cristine has submitted the application to Fran. The students have until March to respond. Her goal is to go for two scholarships. Lee would like to make an announcement at the school reminding the students that this scholarship has no GPA requirement.

#### **New Business**

Paul made a motion to accept the Conflict of Interest Policy added to the By-Laws. Eve seconded it, all were in favor, none opposed.

#### **Adjournment**

**The meeting adjourned at 8:31 p.m. Next Meeting Monday, March 7th at 7:00 p.m. at the Bay High School Library.**

## Meeting Minutes March 07, 2016

Call to Order Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on March 7th, 2016 at the Bay Village High School Library.

### Attendance

The following persons were present:

Lee Rohlke

Jim Joyce Judy Norton

John Gross Wayne Reese

Tom Miller Peggy Joyce

Eve Uhland Carol Cole

Tom Phillips Cristine Hoffmann Al Nelson Mike Voll

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

The Minutes from the February 1st meeting were approved.

### **Treasurer's Report**

John Gross reported that cash and short term investments are around \$43,000.00 and the funds at The Cleveland Foundation are about \$51,000.00. The amount held for others is significant with an amount of \$56,900.00, including the class of '66 which is the largest. The Endowment Fund balance is \$25,437.00 with a few new minor additions and the Rich Voiers Scholarship Fund has a balance of \$8,250.00. Fiscal year net expenses exceed donations by \$1,175.00 and the investment loss for the fiscal year ending June 30, 2016 so far are \$1,162.00; the biggest loss periods were the 3rd quarter of the calendar year of \$2,200.00 recovering some of it in the 4th quarter calendar year.

### **Open Issues**

Cristine stated that the **Shoreline** deadline was March 1st, she has received a few articles. Cristine would like to have the Shoreline out by the third week in March. Eve stated she has some updated email addresses, both Eve and Cristine forward the newsletters to their classmates. Lee said that in August of 2014, there were 6,500 printed Shorelines at a cost of \$1,720.00. Four thousand six hundred emails will be

changed to digital only. Lee stated that Dan Lunoe would not initially commit to the amount we will save in printing, but said our postage cost reduction will be significant; after seeing the numbers Dan agreed we will also save on printing. With the savings of going digital, we should recover from our losses. Cristine sent out the first email blast. The open rate was 43.8% or 3,171; 42.49% is our average, so there was a little increase, non-profit industry average is only 21.6%. Successful deliveries were 97.6%. Ninety-seven emails bounced back, 81 of which were soft bounces. Eight people unsubscribed, seven said no longer interested and one stated they didn't sign up for it. Cristine would like to do the next email blast in May. Mike Voll asked if there has been any article on the **class sizes** and if there has been an increase in the number of students per class. Mike will contact the school board for the statistics and give the numbers to Cristine to put in the newsletter as an item of interest. Everyone agreed that the history of the school changing from junior high to high school and the difference of class sizes and the years would be an interesting article and that many people do not realize the changes. Al Nelson, Carol Cole and Lee got together and shot some video about **different things such as** happenings in Bay and the schools for the history project. Jim is creating our own YouTube station that these videos will be posted on. Mark Mutch will be helping with this as well as creating better links to Facebook, our website and for donations. Lee's intent is to drive people to Facebook and the website. Mike suggested asking through our newsletter that alumni send us their 3 minute video on what Bay Village meant to you in high school. In response to the **lack of donations from those graduating in the 80's and 90's**, Lee sent a request to join a class of 94-95 Facebook page and asked "are we relevant?"; he got 3 responses. Lee feels the reps need to do a better job in communicating to their class. One rep told Lee that was not his job. Eve volunteered to go through the list of reps and see if they are still interested. Jim said they put together a communication of the role of the class rep, it has not been sent. The class rep should be the person organizing the reunions. Lee and Jim still want to have a conference call among the reps. Mike said we need to ask the reps to begin to add a line item to their reunion cost for donations to BAF. Cristine suggested adding another annual fundraising event and call it a decades party open for all alumni to join, and use the decade we are trying to reach out to, for example celebrating everything 80's. Peggy suggested a survey at the golf outing to see what the level of interest is. Lee said the first step is engaging the class reps. Carol suggested sending out a request for ideas to the class reps. Al said events have been done in the past and that we should spend thirty minutes or more discussing this in more detail and to table the discussion until next month. Cristine will be picking up the **scholarship essays** from Fran in a few weeks and the committee will meet the end of March or beginning of April. Lee would like to have something in the morning announcements in a different voice regarding the

scholarships. Cristine doesn't feel that would make a difference because most students don't hear the announcements, they can now talk, do homework through them. Peggy said it is a good idea. Cristine will talk to Fran about it. Al Nelson said he had begun organizing this years' **Tri-Bay Golf Outing** in January. He has been asking corporations for donations which involves going on-line and filling out a request and giving them a mission statement and a purpose. Al filled out the very extensive request from the Village Foundation and felt it would be interesting to see if they give any money to the golf outing. Al is beginning to collect bottles for the wheelbarrow, so start bringing them in. He also asked that if anyone knows of someone to donate a gift basket for the silent auction, to please let Al know. A vote was taken for this years **Board Officers** to remain the same, all were in favor, none opposed. The vote on the Articles will be tabled to the next meeting. Copies will be sent so that voting can take place with the first item on the agenda.

### **New Business**

Jason Martin will be attending the next meeting to discuss the new communication department.

### **Adjournment**

**The meeting adiourned at 8:00 p.m. Next Meeting Monday, April 4th at 7:00 p.m. at the Bay High School Library.**

BAY ALUMNI

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## **Meeting Minutes**

### **April 04, 2016**

Call to Order Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on April 4th, 2016 at the Bay Village High School Library.

### **Attendance**

The following persons were present: Lee Rohlke  
Tom Phillips Wayne Reese  
Brook Hull Tom Roehl  
Carol Cole  
Judy Norton Kevin Missal Nancy Mitchell

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

The Minutes from the March 7th meeting were approved.

### **Treasurer's Report**

No Treasurer's Report was available.

### **Open Issues**

Lee and Vice Principal Aaron Ereditario took us on a **tour of the completed renovations** in the high school. One of the rooms we saw is the Communications room. We will be receiving the help from students in creating videos along with the Bay Historical Society to capture moments in history to post to our Facebook page. Carol Cole had a question regarding Board Members/Trustees and the new conflict of interest addition to the By-Laws. Lee feels that at this time, there is not a board member or trustee that would pose any problems.

The addition of the definition of a voting member was voted on, all are in favor, none opposed. *Voting Members of the Foundation shall be those members in good standing. (a) A member in good standing is defined as a member who attends a minimum of four (4) BAF meetings in the previous calendar year and is active in BAF functions. (b) Voting participants must be physically present to vote.*

The following definition of Honorary Trustee was voted on, all were in favor, none opposed.

### **ARTICLE V**

*Honorary Trustees **SECTION 5.01 - Definition** (a) Individual(s) whose commitment, contributions and efforts toward the advancement of the Bay Alumni Foundation (BAF) goals and objectives are honorable, recognized and appreciated by all members. (b) Honorary Trustee(s) are unique individual(s) whose efforts have made a lasting impact on the on BAF, community, school district, and the students of Bay Village Schools. (c) Honorary trustee(s) will have the same voting rights as a BAF member. (d) Honorary Trustee(s) will not be considered as a member of the Executive Board.*

The addition of the following Conflict of Interest was voted on, all were in favor, none opposed.

**SECTION 6.02 - Conflict of Interest** (a) No member of the Bay Village Alumni Foundation Board or staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Bay Alumni Foundation. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit gain. Each individual shall disclose to the Board any personal interests which he or she may have any matter pending before the organization and shall refrain from participation in any discussion or decision of such matter. (b) In addition, any member of Bay Alumni Foundation's Board or staff shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation. (c) Any new member of the Board or staff shall be given this policy at the time of their election onto the Board or staff and this policy will be reviewed annually by the Board at a regularly scheduled meeting. (d) We understand that the purpose of this policy are to protect the integrity of the Bay Alumni Foundation and the organization's decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the officers, staff and board members. To that end, we understand that this policy is not meant to supplement good judgement and all constituents should respect its spirit as well as its wording.

The following amendment of the Executive Committee was voted on, all were in favor, none opposed.

(e)

The BAF Executive Board shall consist of not fewer than four (4) Trustees, President, Vice President, Treasurer, President Emeritus, secretary, and Director of Digital/Media Communications.

The following addition of the Director of Media and its definition was voted on, all were in favor, none opposed.

(a)

Director of Digital/Media Communication shall be responsible for strategy to improve BAF communications, communication and information internally secure, develop and maintain an effective strategy to communicate engage and respond to BAF members in a timely fashion, helps to maintain content on BAF media sites.

În response to the **lack of donations from those graduating in the 90's**, Lee spoke about some of the ideas to reach the 90's classes. He

requested a membership to the Class of '94 Facebook page and asked if they had any perspective about the alumni foundation and is it relevant to you. A response was "I am always interested in Spiritwear but they don't deliver and I am not local. I would most likely donate but would prefer to do it electronically, is there a website? Yes, you are relevant, do you have causes such as scholarships, do you need money for operating expenses?" Lee said now we are getting involved and the classes will know who we are. Lee has a meeting with the superintendent and will ask if we can get access to the graduating classes issued email addresses. He wants to have a form written up for Field Day for students to sign off on granting permission to us. With our participation with Field Day, the problem of alumni not knowing who we are should resolve itself. **Digital updates** have been streaming in. We continue to push people for email and Facebook. Lee reached out to Dave Zastudil, kicker for the Browns for the **alumni spotlight**. He asked him a series of questions for the newsletter, Dave graduated in 1997, hopefully this will provide some feedback from the classes of the 90's. **Field Day** will be May 23rd at 10:00 a.m. Brooks Hull will get some people together to help but will not be available for the organization of the event. Brooks suggested having signage or t-shirts since there is not much time to talk while serving so that the students would know who were are.

## Adjournment

**The meeting adjourned at 8:20 p.m. Next Meeting Monday, May 2nd at 7:00 p.m. at the Bay High School Library.**

BAY ALUMNI  
FOUNDATION

## **Meeting Minutes May 02, 2016**

Call to Order Lee Rohlke called to order the regular meeting of the Bay Alumni

Foundation on May 2nd, 2016 at the Bay Village High School Library.

### **Attendance**

The following persons were present:

Lee Rohlke

Tom Phillips Kevin Missal

Al Nelson Tom Roehl

Carol Cole Cristine Hoffmann

Mike Voll

Judy Norton Paul Hartranft Tom Hill Nancy Mitchell

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

The Minutes from the April 4th meeting were approved.

### **Treasurer's Report**

No Treasurer's Report was available.

### **Open Issues**

Lee stated that the post office held the mailings of the **Shoreline**. The post office in Bay Village does not do bulk mailings. Dan picked up the newsletters and took them downtown. We will once again pass out the alumni pins on cards at **graduation**. In addition will be a flyer giving information about BAF. Graduation is May 31st. The class of 2016 has about 210 graduates. Jim Joyce is working on **communications with class reps**. Lee and Nancy will be working with him on reaching out to the class reps, especially the classes of the 80's and 90's. Mike Voll asked the question about attending a function for the **class of '76 reunion** to inform them who we are. Mark Mutch has been on the **website** doing some revamps. Cristine saw that there were changes that needed to be made. Dates need updated, **class websites** can be added and the 2017 Hall of Fame needs updated. Lee will be getting quotes on another **Hall of Fame display**. Jason Martin and Clint Keener have agreed to let us use the other wall in the Hall of Fame hallway. Lee has approached Clint Keener about **access** to the **school issued email addresses**, Clint will check to see if we can get a release so that we may have those addresses. There was discussion about mailing the July hard copy Shoreline to the graduating class so that the parents can see it. After that it will be digital. The **scholarship** committee made their decisions on 3 scholarships, Cristine will bring the essays to the next meeting. Al gave an update on the **Tri-Bay Golf Classic**, he said that things are rolling in now. Gary

Heldt has the volunteer list going. Al submitted a grant to The Village Foundation and was denied. Al is still looking for bottles for the wheelbarrow. Paul, Kevin, Peggy and Tom will be doing the **second grade project**, it is scheduled for either the last Friday or second to last Friday of May. Paul will find out during the week. Paul is going to look into ways that the program can be revamped for next year. Tom and Kevin will need copies of the disc. **Field Day** is May 23rd. The cookout will be 10:00 a.m. to noon. Brooks has worked on getting some volunteers.

### **New Business**

Lee will be out of town on business throughout the summer months. Mike has made inquiries to both the school board and to the City of Bay Village to write an article on the changing demographics of Bay Village. Cristine will send a Rocket Blast in June announcing the change in July's meeting.

### **Adjournment**

**The meeting adjourned at 7:52 p.m. Next Meeting Monday, June 6th at 7:00 p.m. at the Bay High School Library,**

BAY ALUMNI

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## **Meeting Minutes**

### **July 11, 2016**

Call to Order The informal meeting of the Bay Alumni Foundation on July 11th, 2016 took place at The Ironwood Cafe.

#### **Attendance**

The following persons were present:

Judy Norton

Kevin Missal Carol Cole

Brooks Hull Cristine Hoffmann

Jim Henke Dee Krueger  
Nancy Mitchell  
Al Nelson Wayne Reese Jody Krueger

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

There were no Minutes from June 2016, no meeting was held.

### **Treasurer's Report**

No Treasurer's Report was available.

### **Open Issues**

Al spoke about the Tri-Bay **Golf Classic**, he thanked all those that volunteered and those that made donations. There were 220 golfers and they took over the whole course. There was a savings of \$1,500.00 by bringing in and preparing lunch by volunteers. The event brought in \$12,700.00, giving each group \$4,000.00. The date next year is June 9th The **scholarship** committee made their decisions on 3 scholarships, Hayley Langer, Nora Ziebarth and Jared Chudzinski. Cristine is going to recap some of what was said on their essays in the Shoreline. Jared is an average student with a GPA of 3.7, Nora is an above average student with a GPA of 4.2, Hayley is also an average student with a GPA of 3.1. Brooks reviewed Field Day that was on May 23rd. Once again the seniors were grateful and polite. The food was provided by the school and volunteers served the food. BAF had banners up and the event was successful.

### **New Business**

### **Adjournment**

**Next Meeting Monday, August 1st at 7:00 p.m. at the Bay Village Police Department Community Room.**

## Meeting Minutes August 01, 2016

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on August 1st, 2016 at the Bay Village Police Station Community Room.

### **Attendance**

The following persons were present;

Lee Rohlke

Judy Norton Wayne Reese

Carol Cole Tom Roehl

Eve Uhland Bob Reed

Nancy Mitchell

Al Nelson Tom Phillips Tom Miller

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

The Minutes from July 11th meeting were accepted.

### **Treasurer's Report**

No Treasurer's Report was available.

### **Open Issues**

We reviewed the **Tri-Bay Golf Classic**, there were 220 golfers and they took over the whole course. There was a savings of \$1,500.00 by bringing in and preparing lunch by volunteers. The event brought in \$12,700.00, giving each group \$4,000.00. The last two years, high school students have come to clean up after the golf outing and that has been well worth it. In previous years, Al, Dan and Dwight Clark, along with their spouses have done the clean-up. Next years' outing will be June 9th. Mark Mutch has renewed **BayRockets.com** for another year, he is establishing a website to create the email addresses. We have had about 5 people sign up for the google email. Cristine sent out the **Rocket Blast** on June 9th titled "5 Great Things to Remember" The interview videos for the Historical Project have been put together into about 30 second vignettes and will be posted to social media and YouTube. The Distinguished Educator board has three spaces left, we need to look into the purchase of another. Lee has

received a quote from Partner's in Recognition, the company that has previously done these for us, the quote received is for \$7,866.78. Lee asked if the woodworkers at city hall would be capable of making this display. Tom Roehl believes this is something they can do, we would provide the materials and they accept donations for their labor. Eve suggested they look at the display and see if they can duplicate it. Another option may be getting a quote from a company owned with ties to the high school. Bob Reed will be taking control of the Homecoming float. Bob has patched up the rocket balloon. With the cost of helium, Bob will be using a different method of displaying the balloon and use the money saved to purchase more footballs for throwing to the crowd. Lee would like to insert a special coin or something into the football and award the person who finds this football with a gift card. Bob does not think we can put a hole in these footballs, he will see if there is another alternative available where he orders them. This year, Lee would like to set up one tent at the game, near where you make the turn to the home stands. The 2016 graduating class was included in the mailing of the Shoreline,

### **New Business**

### **Adjournment**

**Next Meeting is an Open House, Monday, September 12th at 7:00 p.m. at the Bay High School Library.**

BAY ALUMNI  
FOUNDATION

## **Meeting Minutes September 12, 2016**

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on September 12 st, 2016 at the Bay Village High School Cafeteria.

### **Attendance**

The following persons were present:

Lee Rohlke

Al Nelson Wayne Reese

Jim Joyce Tom Roehl

Eve Uhland Bob Reed

Brooks Hull Cristine Hoffmann

Nancy Mitchell

Paul Hartranft Peggy Joyce Tom Hill Kevin Missal

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

The Minutes from the August 1st meeting were accepted.

### **Treasurer's Report**

No Treasurer's Report was available. Lee stated the recent receipts have been good.

### **Open Issues**

Cristine is looking into having a fundraising event at Bay Lane in February. Bay Lanes charges \$10.00 per ticket, we charge what we want per ticket. We would be using 2 time slots of bowling; 72 bowlers each, there are also other games we can do such as raffles. It will be marketed as **Alumni Night at Bay Lanes**. Cristine is still working out the details and may start out small.

There are bowling tickets and social tickets. We can promote it as classes competing. Food can be brought in from Subway or Pizza Hut, or we can go fancier. She would like to have some volunteers and will be forming a committee. Jim said he would help recruit, Eve and Wayne both said they would help. Cristine will send out a **Rocket Blast** regarding Homecoming. The last Rocket Blast was sent to 4,100 people, 49% opened it, 4% clicked to see more information. 106 emails bounced back. The Shoreline was emailed to 4,364 people. 2,100 opened the email, 1,200 clicked on it. 188 emails bounced back and 7 unsubscribed. To get more readers, Cristine is going to start a story on the email and to finish the story, you will need to click the link. Cristine would also like to get away from PDF so that the stories are directly on the website. Tom Gergye looked at the **Distinguished Educator board** and thinks he can make it for about half of the quote from Partner's in Recognition. We will need this board by 2019. The boards will continue down the hall to be consistent with the design. There have been "In My Day" interviews posted to our website for the **Historical Project** as a way to drive

more people to the website. We now have our own YouTube account. Jim played a portion of an interview with Kay Laughlin, Marilyn Sommer, Luella Petto and Billie Crook. Several other interviews have been recorded. Jim is looking for more groups to interview. We will be posting these videos to Facebook. Cristine suggested adding a story regarding the interviews to the next Shoreline.

Bob Reed brought one of 300 footballs that will be thrown from the alumni float at the **homecoming** parade. Once again Bob and Kevin Missal will work the float. He will need to get the signs from Jim. There is a slogan this year, "Once a Rocket, Always a Rocket" and it will be in the program. Brooks Hull's will have 10 to 20 classmates walking the parade. Lee asked Bob if he would be able to get another trailer for some of the alumni. We will once again hand out alumni cozies over water bottles and alumni buttons. We are also going to try to put a tent up at the southwest corner as you round the field. Lee talked about the sponsorship packages available that could potentially raise enough money to pay for the homecoming expense. Brooks would like to know if there will be an alumni reserved section in the stands. Volunteers will be needed to walk the parade and runners for names.

#### **New Business**

#### **Adjournment**

Meeting was adjourned at 8:15 p.m.

**Next Meeting is Monday, October 3rd at 7:00 p.m, at the Bay High School Library.**

BAY ALUMNI

FOUNDATION

## **Meeting Minutes October 03, 2016**

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on October 3rd, 2016 at the Bay Village High School Library.

#### **Attendance**

The following persons were present: Lee Rohlke

Paul Hartranft Peggy Joyce

Carol Cole Tom Hill

Bob Reed Kevin Missal

Cristine Hoffmann Tom Phillips

George Hill

Wayne Reese John Gross Brooks Hull Judy Norton Nancy Mitchell

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

The Minutes from the September 12th meeting were accepted.

### **Treasurer's Report**

John reported that the cash and short term investments total \$42,000.00. The funds at The Cleveland Foundation are \$52,400.00 with a new report to arrive in about two weeks reflecting the third quarter. Fiscal year ended June 2016 investment gains were zero. Funds held are \$56,300.00, Endowment Fund balance is \$25,507.00 and the Rich Voiers Scholarship fund is at \$8,450.00. Since July, net expenses are in line with contributions.

### **Open Issues**

Lee handed out fundraising samples that were purchased for the **homecoming** game. Bill Reilly purchase cups and footballs and Joyce Buick purchased magnets and buttons. These promotions provided about \$500.00 for homecoming. We will not have the cost of helium but will still use the rocket on the float. Footballs will be tossed off the float and also into the stands. We will be using a tent inside the turn by the home stands. The tent will have water with the alumni koosie, the buttons, footballs and a sign-up sheet. Candy will be thrown from the float, there will be walkers to control children. Gather for the parade at 5:00 p.m. Mike Voll has moved and Jim Joyce and Lee have taken over the **fundraising**. Lee discussed the **luminaries** for sale for the purpose of raising money for leukemia as three Bay High School students are currently fighting this. They have asked if we could promote this cause on our Facebook page. A few more **interviews** have been recorded. We will wait before posting to them Facebook until there are more available. Lee is looking for others to be interviewed with Maynard Bauer. **The Rocket Blast** will be going out this week.

### **New Business**

### **Adjournment**

Meeting was adjourned at 7:35 p.m.

**Next Meeting is Monday, November 7th at 7:00 p.m. at the Bay High School Library.**

**BAY ALUMNI**  
FOUNDATION

## **Meeting Minutes November 07, 2016**

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on November 7th, 2016 at the Bay Village High School Library.

### **Attendance**

The following persons were present:

Lee Rohlke

Jim Joyce Tom Hill

Brooks Hull Kevin Missal

Judy Norton Tom Phillips

George Hill Carol Cole

Nancy Mitchell

Judy Krueger Amy Huntley Tom Roehl Jim Henke

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

The Minutes from the October 3rd meeting were accepted.

### **Treasurer's Report**

John Gross was not available. He is stepping down from his duties due to work related extensive travels. Judy Krueger, Class of '66 will be taking over. John will need to submit a letter of resignation, however, he will continue to do the annual tax return.

### **Open Issues**

Lee was approached regarding promoting "The Battle of the Tracks" from The **Ironwood Café** taking place Thanksgiving Eve. It is a battle between the alumni of Bay Village and Westlake. We agreed it would be alright to post it on our Facebook

page but nothing more. **The Homecoming 2017** date has been changed due to the changes in Parma, it will be September 29th, Lee purchased **gift cards** for Jason Martin and Aaron Ereditario for their time in providing tours to classes celebrating their reunions. Judy Krueger said the Class of 66 had a tour and it was wonderful. Brooks thanked Lee for the extra float with bales of hay for the Class of 66 to ride in the **parade**. Brooks also stated that the reserved **section** in the stands worked out extremely well. Jim said that almost everything was given out at the tent at the game. Promotional items purchased provided us with about \$400.00 profit. Jim would like to see an article in the Shoreline regarding **recurring donations** through PayPal or E-Banking. Nine sets of **video interviews** have been recorded and Mark Mutch is preparing them. This will continue to bring people to the website. Lee talked about the alumni **bowling night** organized by Cristine to raise money for the scholarship fund. The date will be February 25th at Bay Lanes. Lee received bids on the Hall of Fame wall. Tom Gergye, husband of the high school secretary, works for a fabrication company, since we are a non-profit, he may be able to do it at no charge.

#### **New Business**

#### **Adjournment**

Meeting was adjourned at 8:04 p.m.

**Next Meeting location and time will be determined at a later date and sent out by email.**

BAY ALUMNI

FOUNDATION

## **Meeting Minutes December 08, 2016**

**Call to Order** Lee Rohlke called to order the regular meeting of the Bay Alumni Foundation on December 8th, 2016 at The Ironwood Cafe.

#### **Attendance**

The following persons were present:

Lee Rohlke

Jim Joyce Kevin Missal

Judy Norton Peggy Joyce

Paul Hartranft Cristine Hoffmann

Eve Uhland

Judy Krueger Tom Roehl Al Nelson Bill Smith

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

The Minutes from the October 3rd meeting were accepted.

### **Treasurer's Report**

Judy Krueger, Class of '66 has recently made the transition to Treasurer. Judy is still gathering information to make available a report. Lee stated the steps for processing the donations; Lee picks up the mail/checks, any checks are forwarded to Jim and he logs the **donations** into a spreadsheet. Jim gives this information to Carol who then sends out any required thank-you notes.

### **Open Issues**

After receiving the \$8,900.00 bid for the Hall of Fame wall, Lee had Tom Gergye take a look at the plaque system. Tom gave Lee a quote of \$1,700.00. Lee stated that we may do a joint **fundraiser** with the Bay Athletic Boosters. The previous year the Boosters worked at Indians game concessions and asked if we wanted to have one of their nights. They also offered us the "closet clean-out" truck. Donations are dropped off to a truck trailer located at the school, someone needs to be there for handing out donation receipts. Upgrades have been made to the **website** regarding ease of use for PayPal and also issuing email addresses. PayPal is set up to receive recurring donations. We will begin a campaign to have 500 alumni donate \$2.00 per month. Lee said that he gets many request for help with **class reunions**. He wants to have someone that will be responsible for helping class reps with their reunions. Al said we should have two to three people who would be able to sit down and help classes with their reunion. Cristine held a meeting for the alumni **bowling night**. The event will be called Alumni Madness. People will sign up and declare their class, a prize will be issued for the class with the most pins. The cost will be \$35.00 for bowling, shoes and food. The social fee is \$30.00. It will be a cash bar. And there will be a 50/50 Raffle. There are still six sets of **video interviews** that have

been recorded that are not posted yet.

**New Business**

**Adjournment**

Meeting was adjourned.

**Next Meeting Tuesday, January 3rd at 7:00 p.m. at the Bay High School Library,**