

Hardin Valley Executive Board Meeting Minutes
Wednesday November, 20th, 2013

Members Present: Norm Templeton, Gary Rowcliffe, Donna Offutt, Sallee Reynolds, Rene' Graves, Tom Feiten, Kristie Gaulton, David Combs, Doug Shover

Guests: Susan Perry, Vivian West

Meeting called to order 5:33pm by Gary Rowcliffe

October minutes were approved after a brief clarification on Technology numbers.

Treasurers Report:

Rene' presented the report to the board. She mentioned that we need to request a Release of Funds from Farragut in order to receive them.

Discussed AIM insurance at \$55 and officers bond at \$105

Quickbooks use and costs was mentioned to simplify end of year accounting and budgeting throughout the year.

Rene' has asked the board to find a replacement for her. She would like to step down from the Treasurers position by January.

Standing Committee Reports

Capital Campaign: Gary expressed a concern over the cost associated with direct mail, email, and phone calls. At this time still exploring cost effective methods.

Development and Donations Committee: Tom explained the development of talking points that each member of the committee could use to stay on topic and on mission. Those are being crafted at this time. This helps to unify and structure us as a new foundation so we send a clear message to potential donors. The committee has decided each member needs to identify 3-4 potential funding areas to address the talking points with. He has collaborated with the grant committee so there is cohesion with information and to prevent potential crossover in funding requests.

Bequest and Awards Committee:

Michael Knapp submitted travel expenses of \$180.52 to committee

Andrew Parham- not going- previous awarded amount is not used

Katie Raby -requests to attend National Council of Teachers of English Conference, in Boston, Ma. Request approved \$542.60.

Jennifer Pace is next semester.

Nominating Committee:

Gary Rowcliffe nominated Susan Perry to fill the PTSA position. Kristie seconded the motion and the motion carried. Susan Vaigneur has stepped down. The board thanks Susan for her involvement and participation the last twelve months.

Old Business: PARCC Assessment will be done this time next year. We do not have the hardware in place to give the test under the guidelines. We need to assess how many laptops and desktops are in need of repair or replacement. Sustainability and invested thoughts for our future continues to be discussed. Gary is working on database with Kristie.

New Business:

A meeting needs to be setup for Norm Templeton with HVA staff to implement "Our Story" numbers.

Kristie needs to get Tom numbers for special needs project.

Next meeting: Wednesday, January 15, 2014

Happy New Year Hawks!

Respectfully submitted by:

Kristie Gaulton

Acting Secretary HVAF