

Hardin Valley Academy Foundation, Inc.

Meeting Minutes

May 12, 2015 (Meeting #27)



Members Present: Gary Rowcliffe, Sallee Reynolds, Sage Kohler, Tom Feiten, Maureen Cianciolo, Donna Offutt, Susan Perry, Joyce York.

Call to order: Meeting was called to order at 6:02 pm by Gary Rowcliffe.

Secretary Report: The minutes from the April 21, 2015 meeting were approved with one minor addition and the new version of the minutes will be uploaded to the google drive and website.

Treasurer Report: Recent activity included payments from the restricted accounts for end-of-year awards to BLPA Student of the Year (Madeline Neal - \$2000) and Teacher of the Year (John Tilson - \$500). Tom is preparing to transfer files to Sage upon board approval of her as the new Foundation treasurer.

- Bank account balances thru Apr 30, 2015:
 - Feb 28, 2015 HVAF **Checking** Balance \$13,801.06
 - Mar 31, 2015 HVAF **Checking** Balance \$13,071.26
 - Apr 30, 2015 HVAF **Checking** Balance \$12,385.86

 - Feb 28, 2015 HVAF **Restricted** Account Balance \$12,512.22
 - Mar 31, 2015 HVAF **Restricted** Account Balance \$12,512.75
 - Apr 30, 2015 HVAF **Restricted** Account Balance \$10,013.25

 - Feb 28, 2015 HVAF **Rathfoot Restricted** Account Balance \$898.22
 - Mar 31, 2015 HVAF **Rathfoot Restricted** Account Balance \$904.22
 - Apr 30, 2015 HVAF **Rathfoot Restricted** Account Balance \$904.22

- Treasurer's report was approved as presented.

Grant Committee:

- We recently received a \$1000 grant from Walmart at Turkey Creek. The Foundation greatly appreciates their generosity. Donna will thank them.
- The GrantStation membership (through TechSoup) is up and running. Donna is working with it.
- The HVA orchestra program is looking for piano "lab" equipment including keyboards and headphones. There is an action item to see if there are any grants that are specifically for musical instruments.
- The grant committee will have a meeting later tonight to discuss grant assignments and progress.

Bequest and Awards Committee:

New policies regarding travel reimbursement were discussed and voted upon by the board. The new standard for HVA Foundation travel reimbursement policies are:

- 1. Vehicle reimbursement of 35¢/mile based on google map distance.**
- 2. Meals reimbursement of up to \$40/day with itemized receipts.**

This was shared with AD George Ashe, who is in agreement, and he will recommend it to HVAAC so both organizations are consistent in our reimbursement policy.

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Bequest and Awards Committee continued

The following requests/awards were discussed:

1. Roberts/Sherman request funds to purchase 2 rolling clothing racks to store faculty and student graduation gowns.
➤ The Foundation board voted to **approve \$150 for two rolling racks.**
2. Jake Gulledge requests funds to purchase the LanSchool classroom management tool.
➤ The Foundation board voted to **approve \$864 for 36 classroom licenses at \$24 each (tax free price).**
3. Angela Dick requests funding to attend the AP institute at Savannah College of Art and Design (SCAD) in Atlanta July 5-10, 2015.
➤ The Foundation board voted to **approve \$780 for AP course, \$142 vehicle (404 miles), \$200 meals (based on \$40 for 5 days, with itemized receipts) for a maximum of \$1122.**
4. Anna Graham requests funds of \$3325 to attend the Harvard Summer Institute on College Admissions.
➤ The Foundation board voted **NOT to approve this request at this time.**
5. Celia Moorman requests funding to attend the TN Jumpstart Personal Finance Educator Conference in Gatlinburg, TN June 10-12, 2015.
➤ The Foundation board voted to **approve \$125 for registration, \$187.17 hotel (2 nights), \$37.80 vehicle (108 miles), \$120 meals (based on \$40 for 3 days, with itemized receipts) for a maximum of \$469.97.**
6. Allison Harris requests funds to attend the Journalism Education Association Advisers Institute in Las Vegas July 6-9, 2015 in place of Amy Shave who recently left HVA for FMS. Sallee states that the hotel and conference funds previously approved for Ms. Shave can be used for Ms. Harris. Unfortunately, the airfare cannot be transferred to Ms. Harris. Sallee reports FMS is unable to repay the airfare (\$388) to the Foundation, and Ms. Shave has also suggested she is unable to repay the Foundation. Gary will suggest alternatives for Ms. Shave to repay the \$388 airfare to the HVA Foundation as these funds are for the use of HVA staff only.
➤ The Foundation board voted to **approve \$170 for registration and up to \$450 for airfare, for a maximum of \$620.**
7. Sierra Huff requests funding to attend the AP institute for Psychology at the University of North Carolina Asheville June 22-25, 2015.
➤ The Foundation board voted to **approve \$695 for AP course, \$272.85 hotel (3 nights), \$94.50 vehicle (270 miles), \$160 for meals (based on \$40 for 4 days, with itemized receipts) for a maximum of \$1222.35.**
8. John Tilson requests funding to extend his existing Germany trip (Fulbright Seminar) to Gottingen and Luneburg to discuss future student exchange program for the RoHAWKtics students.
➤ The Foundation board voted to **approve \$147 (train travel), \$155 (2 nights lodging), \$80 meals (based on \$40 for 2 days, with itemized receipts) for a maximum of \$382.**
9. Mike Hicks requests funding to attend the Smoky Mountain AP Summer Institute at Maryville College, July 6-10, 2015 to study the U.S. Government & Politics course.
➤ The Foundation board voted to **approve \$645 for AP course, \$80.50 vehicle (46 miles round trip for 5 days) for a maximum of \$725.50. Note that the car costs may be reduced by carpooling with D. L. King.**

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10. D. L. King requests funding to attend the Smoky Mountain AP Summer Institute at Maryville College, July 6-10, 2015 to study the U.S. Government & Politics course.

➤ The Foundation board voted to **approve \$645 for AP course, \$80.50 vehicle (46 miles round trip for 5 days) for a maximum of \$725.50**. Note that the car costs may be reduced by carpooling with Mike Hicks.

Summary of Bequests and Awards by funding category approved at this 5-12-2015 meeting:

1. \$150.00 – infrastructure
2. \$864.00 – technology
3. \$1122.00 – professional development
4. Not approved
5. \$469.97 – professional development
6. \$620.00 – professional development
7. \$1222.35 – professional development
8. \$382.00 – infrastructure
9. \$725.50 – professional development
10. \$725.50 – professional development

Development Committee: No report.

Capital Campaign Committee: No report.

Nominating Committee: By unanimous vote, the following additions/changes were made to the board and will take place immediately:

- Sage Kohler – treasurer
- Tom Feiten – board member
- Michelle Weller – staff representative/board member.

Welcome to our two newest members, Sage and Michelle, and thank you to Tom for filling in as interim treasurer over the last half year.

Old Business:

- The CPA compilation for 2014 is complete. A chart of accounts will be completed and sent to Sage
- Refurbished computers (80 in all) from the State of TN Dept. of Education are at HVA and being installed in the library. The Foundation thanks Tom Denton for delivering these to HVA from Nashville.

New Business:

- A planning committee is necessary for the Foundation “gala.” Letter to go out at ValleyPalooza (July 27, 2015) requesting help on that committee.
- School technology needs to be discussed at follow-up Grants Committee meeting.
- School open house will be on Aug 11, 2015 this year. We plan to have a Foundation presence that evening to talk with parents.

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- Gary asked Maureen to update the Foundation annual giving letter which goes out to all families at Valleypalooza and the first day of school.

Next Meeting: Tuesday July 21, 2015 at 6:00 pm.

Respectfully submitted,

Maureen Cianciolo
(HVAF Secretary)