

Hardin Valley Academy
Meeting Minutes
7/24/2013

Members Present: Gary Rowcliffe, Rene Graves, Susan Vaigneur, Donna Offutt, Sallee Reynolds, David Combs

The meeting was called to order at 5:42.

The May minutes were approved as presented.

Treasurer's Report: Rene presented the financial activity since the last meeting. Seven grant requests were paid for a total dispersal of \$3155.11. PTSA made a donation to the Foundation of \$250.00. The current balance is \$8003.93. The \$15000 for the BLPA scholarship and the Teacher of the Year award was placed in a money market account.

It was strongly recommended that HVAF secure an accountant's services since we now officially have the 501c3 status.

Committee Reports

Grant Committee: Donna Offutt reported that Laura Young has agreed to be on the grant committee. Donna has developed a list of potential grantors and is now in the process of finding people who will be willing to write grants. It is important that we know what our projects are and what the budget is. It was also recommended that when writing grants, we need to appeal to 5 or 10 grantors in order to get the funding needed. Donna is going to work on a budget that we will use for grant writing purposes.

Capital Campaign - Gary stated that everything is ready to go. The committee needs to pick a date for the campaign. At this time, they are looking at October and plan to run the campaign for 5 weeks.

Development and Donations - Gary reported that Tom and Norm will have a committee lunch meeting on 7/30/2013.

Bequest and Awards Committee - Sallee presented 2 grant requests for discussion:

1. Michelle Weller requested conference registration of \$110 to attend the TCTE conference in Sevierville in September. The request was approved. She will be asked to submit a travel request for reimbursement consideration.
2. Michelle Weller requested conference registration and lodging for the Conference on College Composition and Communication in Indianapolis in March. The amount of the request which includes lodging and registration is \$612.17. The request was approved. She will be asked to submit a travel request for reimbursement consideration.

Sallee announced that Mary Lin's Mobile Apps class has been cancelled and the grant submitted in May is no longer needed.

Old Business

Financial software was discussed. Rene will purchase the software once we are ready to use it.

New Business

Email/calendar/documents: hvafoundation@gmail.com The fusion page has information about the Foundation. However, it was recommended that more information be put on the Facebook page since fusion is a little limited. Other marketing ideas ('Donate Now' button) were discussed to make sure that HVAF is visible and donations are made as easily as possible before the campaign kicks off.

Sallee informed the board about Valleypalooza. HVAF has decided to have a table and participate in Valleypalooza. Rene, Gary and Donna will prepare a display and handouts.

The next meeting is scheduled for **August 21, 2013 at 5:30 pm.**

The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Sallee H. Reynolds
Acting Secretary