

**Hardin Valley Foundation Meeting Minutes**  
**2/20/13**

The meeting was called to order at 5:35.

Members Present: Gary Rowcliffe, Susan Vaigneur, Doug Shover, David Combs, Rene Graves, Maureen Cianciolo

The minutes from Jan. 16th 2013 meeting were read and approved as read.

Treasurer's Report: In January and early February, we received a deposit from PTSA and the Town of Farragut, which gives us a\$11,009.04. Our check has not cleared for the IRS. Rene Graves will provide an itemized list to the secretary for records. Gary spoke of looking into online or cloud based bookkeeping support to create a balance sheet. This would be cheaper than Quicken software and less complicated. Gary sent three software options to Rene for her opinion. Rene is also going to investigate support system this software offers for non-profits.

Standing Committee Reports:

1. Grant Committee: Rene said that she has some names for committee members. Susan stated that she could contact some potential PTSA members to help on Rene's committee.
2. Capital Campaign Committee: Doug Shover reported sharing the updated image with David Combs to get a student working on improving the mailer. Doug also researched the creation of a QR code. The committee determined to go ahead and create it and have it link to the website. Doug stated he would email the QR code to David to add to the mailer. Doug reviewed the dates for the mailer and campaign, ending on April 10. The original plan was to roll the campaigns out in a series of stages.
3. Development and Donations Committee (business & organizations) Rene suggested getting a list of companies from the Chamber of Commerce in which we could contact to promote the HVAF. Tom Feiten was out of town and so there was no committee report

Old Business:

1. Data Bases: Gary reported working with Vivian West to create a database. He stated that they found one company in Italy that would cost \$25/month. He mentioned sharing the usage between HVAF, HVAAC, and PTSA, as well as the monthly fee throughout the year. Gary stated creating access to database by several members of the organizations. Information could be used to create campaign list of addresses and companies for that particular organization, so that other organizations overwhelm particular potential sponsors. Doug suggested that the database needed: centrality, simplicity, and the ability to determine who was called upon and when. Maureen suggested that cloud software, maybe GoogleConnect, would be good because it uses Microsoft Office. This would be around for awhile, free, compatible with Excel. Gary reported on a suggestion to Vivian to have a student update all of this for each organization to receive service hours. Gary suggested a trial upload. Maureen stated that she would take this information to HVAAC.
2. Gary tested the log in, password, and email services for the HVAF website and reported them all working. Rene will make the site active immediately. She and Gary discussed a Paypal link.

New Business:

1. Tri-Fold: Gary suggested that Daryl Simmons, a father of a current student, owns a printing company that could help with printing both the mailer and tri-fold. We could send him the mailer to print, and the tri-fold to print at a reduced cost. This tri-fold would represent all three organizations: HVAAC, PTSA, and HVAF. A student could help with the design. The mailer is part of the capital campaign program
2. Gary suggested that we call Bill, the owner Orange Leaf Yogurt to seek continual support. Gary stated he would contact him next week to find out how much the donation was from the prior months promotion.

Next Meeting: Wednesday, March 20th at 5:30.

The meeting was adjourned at 6:35.