

**Hardin Valley Foundation  
Executive Meeting Minutes  
October 24, 2013**

The meeting was called to order at 5:38 pm.

Members present: Gary Rowcliffe, Donna Offutt, David Combs,  
Sallee Reynolds, Rene Graves, Kristie Gaulton

Motion to nominate Kristie Gaulton as HVAF Secretary was made by Gary Rowcliffe, seconded by Sallee Reynolds and approved by all present.

Kristie is willing to take notes at this meeting.

*Motion approved*

**Meeting minutes from 8/21/13**

Read for approval.

*Approved*

**Treasurer Report**

Rene Graves passed out copies of the Treasurers Report.

**Balance forward.....August 13,**

**2013.....\$7,699.28**

Ms. Weller hotel expense CCC Conference \$160.00

Scott Lab Solutions Mr. Hartman \$834.00

Teresa Scoggins Hotel expense \$507.50

Post Net supplies \$94.95

**Total expenses.....\$1,596.45**

*We do have an outstanding check for \$500.00 East TN Historical Society Museum for a library book collection on East TN.*

**Balance Ending.....October**

**13,2013.....\$6,152.83**

*Approved report*

**New Business**

Rene Passed out envelopes and business cards for HVAF. The

banner for HVAF is now done. We now have Staples and Office Max loyalty cards that can be used with the tax ID to save the Foundation monies as we purchase needed supplies.

Capital Campaign Meeting will be next Monday the 28th or Tuesday the 29th.

## **Building "Our Story"**

Draft copies passed out. Tom could not be here but sent request through Gary.

There are 12 items that need to be further reviewed by Gary and Sallee. A request is being made for more collaboration on highlighted items in Tom's handout. Focus being on specific numbers that can be calculated for use in story as well as our own budget reporting. One of the twelve items is a part time position as a Senior Portfolio Coordinator. The duties of this position require many hours and many phone calls thus warranting funding.

## **Grant Committee**

Donna and Gary agree to meet at a later time to gather more information on the greenhouse plans. Donna stated that she met with Kristie prior to this meeting and they will be working on the grant process together. Grants are being submitted at this time for Staff/Professional Development and Technology because the numbers and budget is in place to request such.

## **Bequest and awards Committee**

All of the submitted requests are discussed and reviewed.

### **Requests approved without condition**

Andrea Guy is a teacher requesting a magazine for each student to be reused each class for educational needs.

*Amount requested. \$437.80*

Micheal Knapp is a teacher requesting funding for travel and accommodations during the TN State Science Teachers Association Annual Conference

*Amount requested. \$456.00*

Jennifer Pace is a teacher requesting a seminar fee and two night stay to be funded so she can learn new ways to teach Shakespeare in a modern classroom. It will also help her prepare for a field trip that will be in March 2014 for STEM.

*Amount requested. \$420.00*

### **Requests Approved with condition**

Andrew Parham is the HVA Band Director who would like to attend The Midwest Band and Orchestra Clinic in Chicago IL. This conference is for training and to improve the use of technology in the classroom.

Registration is \$70.00 prior to Nov. 1st

After \$120.00  
Meals \$284.00 estimate at \$71.00 daily  
Hotel \$884.64 (after tax estimate at 16.4%)

Discussed options and voted on the following award

Due to limited funds at this time we will only be granting \$800.00 towards this request. Andrew Parham may use the debit card for hotel expense and can hold receipts to present to the board at the later date for possible reimbursement.

## **8. Old business**

Foundation is required to have an audit as of 12/31/13 and it will be done by Bible, Harris, and Smith. They require accounting software, therefore we need Quickbooks in place as soon as possible. Software update of Quickbooks has been considered and options will be explored that may be available online and not have to be purchased or could have a small monthly fee that members could access through the web. One option mentioned is using STEAM. Apple care plan Gary to follow up with Vivian West.

## **9. Next meeting:**

Wednesday, November 20th 2013 5:30pm @ HVA

*Meeting closed 6:43pm*

## **Respectfully Submitted by:**

Kristie Gaulton  
Acting Secretary HVAF