

# Hardin Valley Academy Foundation, Inc.

## Meeting Minutes

Aug. 14, 2018 (Meeting #59)



**Members Present:** Kevin Crateau, Sallee Reynolds, Kristen Aycok, Maureen Cianciolo, Christy McCord, Gary Rowcliffe, Suzanne Sherman and Kim Neuman.

**Call to Order:** Meeting was called to order at 5:15 pm by Kevin Crateau.

**Guest Presenter (via telephone):** Denise Douglas gave a real-time demonstration of the HVA gear website (hvafshop.org). General discussion of the shopping process, selections, tweaks to user interface, etc. Maureen will add a link to the online shop from our primary website.

**Secretary Report:** A motion was made to approve the minutes from the July 12, 2018 meeting. Motion passed unanimously. Approved meeting minutes will be stored on the google drive and the Foundation website.

**Treasurer Report:** The treasurer's report through July 31, 2018 was presented. Financial statements were reviewed and will be filed for audit. Bank balances were presented (see below).

- ◇ May 30, 2018 HVAF **Checking** balance \$18,504.62 (SouthEast - 3 sub accts)
- ◇ June 30, 2018 HVAF **Checking** balance \$16,720.01 (SouthEast - 3 sub accts)
- ◇ July 31, 2018 HVAF **Checking** balance \$ 16,514.21 (SouthEast - 3 sub accts)
  
- ◇ May 30, 2018 HVAF Restricted Account balance \$5,019.46
- ◇ June 30, 2018 HVAF Restricted Account balance \$2519.46
- ◇ July 31, 2018 HVAF Restricted Account balance \$2519.46
  
- ◇ May 30, 2018 HVAF RoHAWKtics Account balance \$14,064.45
- ◇ June 30, 2018 HVAF RoHAWKtics Account balance \$13,126.39
- ◇ July 31, 2018 HVAF RoHAWKtics Account balance \$13,126.39
  
- ◇ May 30, 2018 HVAF Band Fund balance \$18,078.76
- ◇ June 30, 2018 HVAF Band Fund balance \$610.42
- ◇ July 31, 2018 HVAF Band Fund balance \$610.42
  
- Only one withdrawal this month (Valleypalooza).
- Andrea Guy did not go to Memphis over the summer, so total travel reimbursement was reduced to \$353.50 and pending request was updated.
- Amanda Brown left the school, so total charge for Brown/West AP Summer Institute was reduced to \$244.16 and pending request was updated.

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- We received several monetary donations as part of the 1<sup>st</sup>-day-of-school capital campaign. Maureen will send PayPal record of donations to Kristen.

**Grant Committee** – No report.

**Bequest & Awards Committee** – The updated “request for funding” document is now available on the HVA school webpage and has been sent to all HVA staff. The following awards were discussed at this meeting and voted upon:

- Suzanne Sherman requests funding to attend the TN Association of School Librarians conference in Murfreesboro, TN in September 2018.
  - The Foundation board members **vote to approve a maximum of \$483.48 which includes: \$120 for member rate conference fee and \$363.48 for lodging (2 nights).**
- Elizabeth Woodyatt requests funding to attend the National Art Education Association conference in Boston, MA March 14-17, 2019.
  - The Foundation board members **vote to approve a maximum of \$701 which includes: \$175 for registration fee, \$366 for lodging (3 nights), and up to \$160 for meals (4 days at \$40/day with receipts).**
- Zach Burns requests funding to purchase AP Government and Politics Redesign materials and support to enhance AP Government classes and aid student preparation for the newly redesigned AP Government exam in May 2019.
  - The Foundation board members **vote to approve a maximum of \$350 to purchase the AP Government Redesign Materials.**
- Michael Knapp requests funding to attend the TN State Science Teachers Association annual conference in Murfreesboro, TN Oct. 31-Nov. 3, 2018. As an organizer, half of his lodging costs are covered by the Association.
  - The Foundation board members **vote to approve a maximum of \$490 which includes: \$240 for lodging (3 nights at \$80/night), and up to \$50 for meals (with receipts) and \$200 for substitute pay.**
- Jennifer Galloway requests funding to purchase IXL Math license for up to 25 students needing math intervention.
  - The Foundation board members **vote to approve a maximum of \$299 to purchase 1-year IXL math license.**
- Alex Rector and Chuck Brock request funding to attend the Midwest Clinic International Band, Music, and Orchestra Conference in Chicago, IL December 19-22, 2018.
  - The Foundation board members **vote to approve a maximum of \$1192 including \$320 for conference registration, \$632 for lodging (4 nights), and up to \$240 for meals (3 days x two directors at \$40/day with receipts).**

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- Jane Sarphie and Theresa Sexton request funding to attend the TN State Math Teachers Association annual conference in Sevierville, TN Sept. 28-29, 2018.
  - The Foundation board members **vote to approve a maximum of \$349 which includes: \$160 for registration for both teachers, \$109 for lodging (1 nights), and up to \$80 for meals (1 day x two teachers at \$40/day with receipts).**
- Amanda Wash, Allison Harris, and Stephanie Crichton request funding to attend the National High School Journalism Convention in Chicago, Oct. 31 – Nov. 3, 2018.
  - The Foundation board members **vote to approve a maximum of \$1485 which includes: \$285 for registration (\$95 x 3 teachers), \$750 for lodging (3 nights at \$250/night), and \$450 for substitute pay (the classes will share 1.5 subs for three days).**
- Young Shim requests funding to attend the NSTA Conferences on Science Education in Reno, Nevada on Oct. 11 – 13, 2018.
  - The Foundation board members **vote to approve a maximum of \$575 to cover conference registration.**

Summary of Bequests and Awards **approved** this month:

1. \$483.48 – professional development (Sherman)
2. \$701 – professional development (Woodyatt)
3. \$350 – infrastructure (Burns)
4. \$490 – professional development (Knapp)
5. \$299 – technology (Galloway)
6. \$1192 – professional development (Rector, Brock)
7. \$349 – professional development (Sarphie, Sexton)
8. \$1485 – professional development (Wash, Harris, Crichton)
9. \$575 – professional development (Shim)

Total of awards = \$5924.48

**Special Events Committee** – No report.

**Capital Campaign Committee** – Kevin will write announcement to make at upcoming fall and winter sporting events to sell Foundation corporate sponsorships. Kevin will get list of 10-year event sponsors to Maureen to make up a Thank You poster image to be used in PTSA e-talon and elsewhere. “Give a little” letters went out with 1<sup>st</sup> day student packets.

**New Business:**

- Valleypalooza and Open House recap – Discussed the possibility of giving out HVA swag with \$50 Foundation donation next year. Need to gather email addresses for contact throughout the school year. Be more focused in marketing materials to incoming parents - simplify.

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- Board discussion on Website – Will review the updated HVAFshop.org website at next month's meeting.
  - Fundraising event discussion – Early planning stages at this point. Checking into bands. Consider holding the event at HVA.
  - Business Networking Event – Discussed the idea of connecting to Hardin Valley Merchant Group. We might consider hosting local businesses in the school to introduce the school to those who have not had the chance to visit. Encourage business connections to HVA.
  - Thank you notes to donors – Maureen will work on these over the month.
  - Foundation website updates – Maureen recently updated the site with new content, financials, new roster members, etc.
  - Open Discussion – Reminder to Gary to add important dates to the Google calendar (TN gov. filing date, grant deadlines, SSO info deadline, etc.)

**Next Meeting:** Our next meeting will be Thursday, September 13th at 5:15 pm.

**Adjournment:** Meeting was adjourned at 7:00 pm.

Respectfully submitted,  
Maureen Cianciolo, HVAF Secretary