



## Clear Creek Education Foundation

Board of Directors' Meeting • Armand Bayou Elementary Library 11:30 AM

**CLEAR CREEK**  
EDUCATION FOUNDATION

April 21, 2010

### Minutes

**Board attendees:** Jan Bailey, Patty Cooper, Kathy Dooley, Jerry Foyt, Tonita Franklin, Lisa Holbrook, Gene Hollier, Jamieson Mackay, Dinah Matthews, Joe Mayer, Joan McKinney, Santiago Mendoza, Scott Rainey, Jim Towey and Rick Wade

**Ex Officio attendees:** Bob Davee, Dr. Steven Ebell, Ann Hammond, Svetlana Hanson and Angela Jenkins

**Senior Advisory Council attendees:** Jerry Smith

#### Call to Order

The meeting was called to order by Lisa Holbrook, 2010 Chairman, at 11:55 AM. A quorum was present. Dinah Matthews, Secretary, was present.

Lisa opened the meeting with an inspirational quote.

#### Approval of Minutes

The minutes of the March 2010 Board of Director's (BOD) meeting were approved as presented.

#### Executive Committee Report

Dinah Matthews read a recap of the items that were covered in the Executive Committee Meeting that was held on April 14, 2010.

#### Introduction

Lisa Holbrook introduced the newest Board Member, Jan Bailey.

#### Superintendent's Report

On behalf of Greg Smith, Steve Ebell summarized the following:

- Reminders about the upcoming Board of Trustees election for the At-Large B spot -
  - Early voting begins on Monday, April 26 and continues through May 4 from 7:00 AM to 7:00 PM at one of these three locations: Clear Brook High School, Clear Creek Intermediate (formerly CCHS NGC) and Clear Lake High School NGC.
  - Information on polling places the day of the election (Saturday, May 8) was discussed.

Next week (April 27 - 30) the secondary campuses will be participating in the annual TAKS testing. This is an extremely stressful time for students and teachers as they work towards achieving the best results possible.

Superintendent Scholars who have achieved this distinction for their entire four year high school career will be honored on Thursday evening (April 22) at the Admiral on Clear Lake.

### **Coordinator's Report**

The Scholarship committee met on Tuesday, April 20 and evaluated all the applicants. Those selected will be recognized at the Awards Night at each of the high school campuses.

A table has been tentatively committed for the Ray Joseph Hutchinson Salute to Heroes dinner to be held June 24. Proceeds from this event completely fund the scholarship that CCEF manages. Over twenty-five (25) applications were received; three (3) were selected.

Angela will be working on a grant proposal in the amount of twenty-five thousand dollars (25,000.00) to submit to Boeing. If awarded, the money will be designated towards the Career Exploration Technology Lab.

The Teacher Innovative Grant (TIGS) evaluations are due April 23. The committee will meet on April 28 to select the winners.

An updated roster and committee assignments were provided in the packet.

Invitations to the Fashion Show were mailed on Friday, April 16.

The second member of our Alumni project joined.

Training from the Texas Pioneer Foundation will be April 29 & 30 in San Marcos.

### **Board Development**

Jan Bailey was welcomed and thanked for agreeing to join the CCEF Board of Directors.

The nomination forms for the following were provided in the packet distributed at today's meeting: Outstanding Alumni, CCISD Superstar, George B. Carlisle and Valor. The first two will be posted on the Web site and a call for nominations will be publicized. The last two are not for public nomination. Instead current and previous Board of Directors as well as the Board of Trustees will be asked to provide recommendations for consideration. Both the George B. Carlisle and Valor awards are not necessarily given each year but only when the committee feels a nominee is worthy of such a recognition. All awards are given at the annual Gala held in early November each year.

### **Community Outreach**

The quarterly e-newsletter was published. Everyone is encouraged to forward it to interested parties and ask them to subscribe to receive future issues.

Publicity has been submitted as it relates to the Fashion Show, including pictures of the individual student models. This has also been posted on the Foundation's Web site.

### **Finance**

The 2009 Audit is targeted to begin June 1.

The Finance committee will meet in the near future to review Securities and Investments.

Jim Towey, Treasurer, presented the Profit & Loss Statement for the period of January 1 – March 31, 2010 (Attachment A):

Income	\$ 12,321.32
Expense	<u>\$ 10,136.26</u>
Net Ordinary Income	\$ 2,185.06
Net Other Income	<u>\$ 31,000.00</u>
Net Income	<u>\$ 33,185.00</u>

Total assets as of March 31, 2010 were \$663,984.57. (Attachment B).

The reports will be filed for audit.

It was noted that the Fashion Show expenses have not been moved to the designated area in the Quick Books program that is used for our financial reporting.

### **Fundraising**

Patty urged everyone to participate in the upcoming Fashion Show in some way either by attending, donating or sponsoring.

The Annual Giving Campaign is underway with the initial intent to fund the Career Exploration Technology Lab at Bayside.

On Tuesday, April 20, CCEF was the recipient of a five thousand dollar (5,000.00) grant from Staples. They will be participating in the fashion show at the Admiral level in addition to supplying an adult model for the event.

The Fundraising Committee is looking at hosting a concert in the fall timeframe. Venues, dates and costs are being evaluated at this time.

Planned giving is a task the Senior Advisory Council has undertaken and they are currently defining the implementation of this effort.

The Fundraising Committee will meet immediately after this meeting concludes.

### **Fashion Show**

Please let Dinah or Angela know if you have not received your invitation. Only sponsors who receive tickets as a result of their underwriting and student models do not buy individual tickets. All other attendees (including parents of student models and adult models) must purchase a ticket.

To date, forty-six thousand dollars (46,000.00) has been pledged for sponsorships. The goal is fifty thousand dollars (50,000.00).

## **Programs**

The committee will be meeting next week to evaluate the TIGS applications and select the recipients.

## **Senior Advisory Committee**

A detailed report was provided in the packet of materials.

## **Other**

A review of the definition of board governance was presented. A summary of what was covered was included in the packet. Key points covered were -

Fiduciary responsibilities - Duty of Care, Duty of Loyalty and Duty of Obedience – Lisa urged each Board Member to take a moment to read those and understand their commitment to the Clear Creek Education Foundation.

Individual responsibilities -

- Attend all meetings
- Participate by serving on committees and special initiatives
- Be informed about the organization and its activities
- Make personal financial contribution to the organization
- Suggest others that would be good board members
- Follow all policies that have been signed
- Ensure all funds are being spent as defined by the mission of the organization
- Refrain from making special requests of the staff - all special requests that are not defined in Angela's job responsibilities will come through the chairman; not directly to Angela.

Jamieson shared a mission moment relating an experience(s) that he has had that signifies to him personally why each of us is involved with the Clear Creek Education Foundation. A mission moment will be shared at each meeting.

The May BOD meeting will be on Wednesday, May 19 at 8:00 AM in the CCISD Administration Building, Large Staff Development room. Immediately after the meeting the annual Sur-Prize Patrol will begin.

The June BOD meeting will be on Wednesday, June 16 at The Egg and I restaurant, 557 W. Bay Area Boulevard, Webster, 77598 at 8:00 AM.

The meeting adjourned at 12:45 PM.

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Dinah Matthews

Secretary

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Lisa Holbrook

Chairman

**ATTACHMENT A**

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05/11/10

**Clear Creek Education Foundation  
Profit & Loss  
Three Months Ending 03/31/2010**

	<u>Jan - Mar 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions Unrestricted	1,050.00
Gala-Current Year Receipts	
Gala Receipts	
Auction	57.00
Total Gala Receipts	<u>57.00</u>
Total Gala-Current Year Receipts	57.00
Gala Expenditures	
Printing & Postage	-99.22
Total Gala Expenditures	<u>-99.22</u>
Fashion Show Current Year	
Fashion Show Expenditures	-23.64
Fashion Show Receipts	
Fashion Show Sponsorship	8,250.00
Total Fashion Show Receipts	<u>8,250.00</u>
Total Fashion Show Current Year	8,226.36
Investment Income/(Loss)	
Interest -Mutual Funds	8.18
Interest income Govt Securities	324.99
Interest - general account	142.88
Oppenheimer - apprec/deprec	2,532.56
Govt Sec - apprec/deprec	-24,436.25
Morg Stanley Gen-accprec/depre	24,514.82
Total Investment Income/(Loss)	<u>3,087.18</u>
<b>Total Income</b>	12,321.32
<b>Expense</b>	
Administrative Expenditures	
Credit Card Fees	100.35
Committee Expenses	
Programs	69.08
Total Committee Expenses	<u>69.08</u>
Advertising	50.00
Bank Service Charges	6.00
Business Gifts	232.00
Conferences	995.00
Meeting expense	773.00
Miscellaneous	85.90
Postage and Delivery	52.34
Professional Fees	
Accounting	6,000.00
Total Professional Fees	<u>6,000.00</u>

ATTACHMENT A

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05/11/10

**Clear Creek Education Foundation**  
**Profit & Loss**

*Three Months Ending 03/31/2010*

	<u>Jan - Mar 10</u>
Supplies	
Office	703.33
Marketing	95.00
Total Supplies	<u>798.33</u>
Travel & Ent	
Meals	72.89
Travel	283.00
Travel & Ent - Other	618.37
Total Travel & Ent	<u>974.26</u>
Total Administrative Expenditures	<u>10,136.26</u>
Total Expense	<u>10,136.26</u>
Net Ordinary Income	2,185.06
Other Income/Expense	
Other Income	
Clear Lake Regional Medical Ctr	30,000.00
Contributions Restricted	1,000.00
Total Other Income	<u>31,000.00</u>
Net Other Income	<u>31,000.00</u>
Net Income	<u><u>33,185.06</u></u>

ATTACHMENT B

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05/11/10

*Clear Creek Education Foundation*  
**Balance Sheet**  
*March 31, 2010*

	<u>Mar 31, 10</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo - Savings	208,055.30
Wells Fargo - Operations	22,576.22
Morgan Stanley - General	353,501.80
Sterling Bank-Operating	<u>2,797.06</u>
Total Checking/Savings	586,930.38
Other Current Assets	
Gala Sponsorship Receivable	14,903.00
Prepaid Insurance	<u>550.47</u>
Total Other Current Assets	<u>15,453.47</u>
Total Current Assets	602,383.85
Other Assets	
Oppenheimer Mutual Fund	<u>61,600.72</u>
Total Other Assets	<u>61,600.72</u>
<b>TOTAL ASSETS</b>	<u><u>663,984.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	<u>9,000.00</u>
Total Other Current Liabilities	<u>9,000.00</u>
Total Current Liabilities	<u>9,000.00</u>
Total Liabilities	9,000.00
Equity	
Unrestricted General Fund	321,957.92
Brandhorst Scholarship Fund	705.00
Dooley Scholarship Fund	15,000.00
CCEF Endowment Fund	52,741.44
Bob Neill Scholarship	61,991.28
Career/ Tech Lab Fund	22,073.90
CCISD Trustees' Endowment	17,417.61
Hutchinson Scholarship	16,122.94
James Bay Scholarship Fund	9,541.17
Reinhartsen Scholarship	53,701.77
Scholarships	50,546.48
Net Income	<u>33,185.06</u>
Total Equity	<u>654,984.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>663,984.57</u></u>