



Clear Creek Education Foundation

Executive Committee Meeting • Dr. Smith's Conference Room 8:00 AM

April 14, 2010

CLEAR CREEK
EDUCATION FOUNDATION

Board Attendees: Joe Barlow, Patty Cooper, Lisa Holbrook, Gene Hollier, Jamieson Mackay and Dinah Matthews

Ex Officio Attendees: Angela Jenkins, Jim O'Malley and Greg Smith

Call to Order

Meeting called to order by Lisa Holbrook, 2010 Chairman at 8:00 AM. A quorum was present. In Dinah Matthew's initial absence, Angela Jenkins was appointed secretary.

Lisa opened the meeting with an inspirational quote.

Approval of Minutes

Jamieson Mackay moved to approve the minutes as presented. Joe Barlow seconded the motion. The motion carried and the minutes were approved as presented.

Superintendent's Report

The CCISD Board of Trustees' election will occur on May 8. Early voting is from April 26 through May 4 from 7:00 AM - 7:00 PM. The Clear Lake Area Chamber of Commerce will be sponsoring a Candidates' Forum on Monday, April 19 at 5:30 PM in the My Flooring America Boardroom. Two Board of Trustee seats are up for re-election – Robert Davee (District 1) and Ann Hammond (At-Large). Mr. Davee runs unopposed and Ms. Hammond has two opponents: Star Lazarow and Robert Colton Schultz.

Currently CCISD is in "TAKS" season. Benchmark scores indicate that performance will be solid. TAKS scores effect promotion in 5th, 8th, and 10th grades. The goal for several years is to reach exemplary status and each year CCISD gets closer to achieving that goal.

The curriculum management audit results were distributed and reviewed at the last board workshop on April 12th. The report was 286 pages. There were eight recommendations made. Some recommendations will take a year to implement; others three to five. The report is available online. CCISD will develop an action plan based on the audit findings.

The budget for the 2010-2011 fiscal year continues to be tweaked. A 4.5 million dollar deficit still remains primarily driven by the staffing needs at Bayside Intermediate and Clear Falls High School. One element of the budget is to consider providing a 2% cost of living raise; however those numbers have not yet been applied to the current deficit. Other means of budget reduction were the elimination of four (4) administrative positions as well as a hard look at not replacing an individual (at the ESC) when retiring or resigning.

Superintendent Scholars' recognition at the four comprehensive high school campuses and Clear Horizons Early College High School has taken place last week and this week. The four year scholars will be recognized next week.

Coordinator Report

Dr. Smith's office is working to confirm schedules for a second tour for Plant Automation Services (PAS) at Bayside Intermediate.

Firming up adult model selections – Lakeisha Moore with BP Texas City has agreed to participate. We have asked Farah Habibi from Plant Automation Services but have not heard back.

Angela will request information on planned giving and the use of Harris Connect for alumni outreach to the Greater Houston Area Association of Education Foundations (GHAAEF) consortium to seek additional information about their methodologies in these two areas. Meeting is scheduled for Thursday, April 15th.

The Teacher Innovative Grants (TIGS) are currently in review with the committee. In addition, the ability for guests to review the grants online is also available. Decisions will be finalized by April 28. The Sur-Prize Patrol will be on Wednesday, May 19 directly following the BOD meeting. Lunch will be provided by Dennis Johnson at the DoubleDave's location in Clear Lake.

The scholarship committee meeting is scheduled for Tuesday, April 20 to review submissions. The Ray Joseph Hutchinson and Clear Lake Regional Medical Center scholarships received numerous applicants.

CCEF will be working with Eva DeCardenas with the CCISD Public Information Office to recognize the BP Texas City contribution of \$30,000.00 for the Bayside Intermediate Career Exploration Technology Lab (CETL).

Gulf Coast Educators Federal Credit Union will be the fourth member of the Annual Giving Campaign; they are donating at the Skywalker (\$5,000.00) level. They are joining Clear Lake Regional Medical Center, BP Texas City, and Perdue, Brandon Fielder Collins and Mott.

The invitations to the Fashion Show will be mailed by Friday, April 16.

Board Development

We met with Jan Bailey on April 7th to provide an orientation to CCEF. Jan will join the Fundraising committee and already has some great ideas and possible contacts.

Nomination forms for Outstanding Alumni, CCISD Superstar, George B. Carlisle Distinguished Service Award and Valor Award were reviewed. It was noted that the Carlisle and Valor awards are not for public nomination but instead Board of Directors will nominate individuals they believe are worthy for consideration. In addition, a select group of outside individuals may be asked for input. These two awards are not necessarily given each year but only when warranted. The Superstar and Alumni nominations will be sent out to the press and forms will be made available online.

Community Outreach

We have our first lifetime Alumni Association member, Janet Brown. All the information has been added to the web site along with the ability to join and pay online.

We will look into targeting upcoming graduating seniors as potential members of the Alumni Association. Possible suggestion is a short statement in the high school graduation programs with a link to the web site to join. We could also approach where the students pick up their diplomas. Jamieson is working on prices for bumper stickers or window decals. We may also look into t-shirts. We will also provide information on the CCEF newsletter.

The Speakers Bureau PowerPoint is in final stages. We are working on adding some photos. The script is being built. There will be two versions - one for friends of the foundation; the other school specific.

Finance

Lisa Holbrook, Chairman, presented the Profit & Loss Statement for the period of March 10 – April 14, 2010 (Attachment A):

Income		\$ (5,418.86)
Expense		<u>\$ 161.32</u>
Net Ordinary Income		\$ (5,580.18)
Net Other Income		<u>\$ 314.37</u>
Net Income		<u>\$ (5,265.81)</u>

Total assets as of February 28, 2010 were \$660,503.74. (Attachment B).

The reports will be filed for audit.

It was noted that the Gala and Fashion Show expenses have not yet been moved to the appropriate place in the report for the Profit & Loss statements. Angela will work on modifying QuickBooks so the number will show correctly.

The reports were filed for audit.

Fundraising

The Fashion Show committee will be meeting on April 14 at 11:30 AM.

Patty will be pursuing a meeting with Alan Armintor from Dianal America for another opportunity to fully or partially fund a Career Exploration Technology Lab. We will offer a face-to-face lunch meeting and tour lab at Bayside.

Number of annual giving campaign donors total four - Clear Lake Regional Medical Center, BP Texas City, Perdue, Brandon, Fielder, Collins & Mott - all three at the Quasar level and Gulf Coast Educators Federal Credit Union at the Skywalker level. We are working on marketing materials for this campaign.

As a result of Scott Rainey's initiative, a meeting with UHCL took place where possible partnership opportunities were discussed. Because UHCL is classified as an institution of higher learning, they are not permitted to be a donor, but can be a sponsor of non-profit events. We will provide them with future opportunities to consider, such as the Community Outreach breakfast. We will look into talking with COM and San Jacinto.

An initial planning meeting took place to review the possibility of hosting an adult concert evening in the fall timeframe.

Programs

There were only fifty-six (56) grants submitted for consideration this year. This is a significant reduction from last year (90). The grants are currently under review. Reviewer's scores are due back by April 23.

There is continued interest in individual grant funding by industry specific contacts. We have provided the ability to review as a guest this year for this purpose. The committee will meet to review the grants the last week of April.

It was suggested that we offer the opportunity to apply for grants throughout the year and award when deemed appropriate.

Due to the number of grants received and the anticipated number that will be awarded, there will only be one day necessary for the Sur-Prize Patrol.

Senior Advisory Council

Senior Advisory held a meeting on March 24. At that meeting they discussed four topics –

Planned giving could serve as a mechanism for additional funds to CCEF via Wills & Bequests and IRA/Insurance beneficiary designations. Document will be created, posted on the Web site and published in a variety of periodicals. The board may want to recommend a "gift coordinator" who would be responsible for identifying individuals to approach about this option with their estates. Ralph Parr was suggested for his long standing relationships to CCISD and the community. In addition, Jim O'Malley contacted Carrollton-Farmers Branch Education Foundation's Executive Director who is happy to share their experiences in this area (and others) if we want to exchange information. Jim suggested using college/university Web sites as a guide.

Board of Director Nominations - identified Steve Phelps and Gary Mossman as contacts that could help with suggesting possible candidates in the Chemical/Petrochemical Industry and Port of Houston. Olive Riker has been in contact with Steve. They suggested that Gary Mossman would be a good candidate to add to the Board.

CCISD Alumni Project - Janet Brown is at full throttle as it relates to this project. Winning logos have been selected, membership is available on the CCEF Web site and window decals are being evaluated as a small token to be given to each member.

Fashion Show - SAC is encouraged to show support of this event by attending. The goal is to have an entire table of SAC/spouses at the event. Janet Brown has purchased her ticket. The group has seven at this time. In addition, the O'Malley's are sponsoring at the Crew level and the SAC will place an ad in the program.

Next meeting is scheduled for May 8th. The group plans to meet 4-5 times a year.

Other

An updated roster and committee assignment list is provided in the packet of materials. Lisa reminded the group about the April meeting being at an offsite location (Armand Bayou) and at a different time (11:30 a.m.).

A summary of board governance was distributed in the packet and will be reviewed at BOD meeting on April 21.

A mission moment will be shared at each BOD meeting. Jamieson will give the one in April.

Due to the length of the meeting, Lisa will e-mail Greg about naming the Citizen of the Year committee chairman.

Lisa asked all Board Members to attend and support the Fashion Show.

Meeting adjourned at 9:35 AM.

Angela Jenkins
Secretary Pro-Tem

Lisa Holbrook
Chairman

ATTACHMENT A

9:09 AM
04/12/10
Accrual Basis

**Clear Creek Education Foundation
Profit & Loss Detail
March 10 through April 14, 2010**

	<u>Type</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Ordinary Income/Expense				
Income				
Gala Expenditures				
Total Gala Expenditures		99.22	0.00	-99.22
Fashion Show Current Year				
Fashion Show Expenditures				
Total Fashion Show Expenditures		6,919.64	0.00	-6,919.64
Fashion Show Receipts				
Total Fashion Show Receipts		<u>0.00</u>	<u>1,600.00</u>	<u>1,600.00</u>
Total Fashion Show Current Year		<u>6,919.64</u>	<u>1,600.00</u>	<u>-5,319.64</u>
Total Income		7,018.86	1,600.00	-5,418.86
Expense				
Administrative Expenditures				
Total Administrative Expenditures		<u>161.32</u>	<u>0.00</u>	<u>161.32</u>
Total Expense		<u>161.32</u>	<u>0.00</u>	<u>161.32</u>
Net Ordinary Income		7,180.18	1,600.00	-5,580.18
Other Income/Expense				
Total Other Income		<u>0.00</u>	<u>314.37</u>	<u>314.37</u>
Net Other Income		<u>0.00</u>	<u>314.37</u>	<u>314.37</u>
Net Income		<u><u>7,180.18</u></u>	<u><u>1,914.37</u></u>	<u><u>-5,265.81</u></u>

ATTACHMENT B

Page 1 of 1

8:55 AM
04/09/10
Accrual Basis

Clear Creek Education Foundation
Balance Sheet
As of March 31, 2010

	<u>Mar 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo - Savings	207,912.42
Wells Fargo - Operations	22,112.22
Morgan Stanley - General	328,653.81
Sterling Bank-Operating	2,867.41
Total Checking/Savings	561,545.86
Other Current Assets	
Gala Sponsorship Receivable	14,903.00
Prepaid Insurance	550.47
Total Other Current Assets	15,453.47
Total Current Assets	576,999.33
Other Assets	
Government Securities	24,436.25
Oppenheimer Mutual Fund	59,068.16
Total Other Assets	83,504.41
TOTAL ASSETS	<u>660,503.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	9,000.00
Total Other Current Liabilities	9,000.00
Total Current Liabilities	9,000.00
Total Liabilities	9,000.00
Equity	
Unrestricted General Fund	299,266.51
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
Retained Earnings	22,691.41
Net Income	29,704.23
Total Equity	651,503.74
TOTAL LIABILITIES & EQUITY	<u>660,503.74</u>