



CLEAR CREEK
EDUCATION FOUNDATION

Clear Creek Education Foundation

Board of Directors' Meeting • The Egg and I Restaurant 8:00 AM

June 16, 2010

Minutes

Board Attendees: Jan Bailey, Joe Barlow, Patty Cooper, Kathy Dooley, Bob Elford, Lisa Holbrook, Gene Hollier, Jamieson Mackay, Joe Mayer, Santiago Mendoza, Dinah Matthews, Wendy Shaw and Jim Towey

Ex Officio Attendees: Bob Davee, Dr. Steven Ebell, Ann Hammond, Angela Jenkins and Dr. Greg Smith

Call to Order

The meeting was called to order by Lisa Holbrook, 2010 Chairman, at 8:07 AM. A quorum was present. Dinah Matthews, Secretary, was present.

Approval of Minutes

The minutes of the May 2010 Board of Director's (BOD) meeting were approved as corrected. Financials were filed for audit. These documents will be available on the CCEF Web site by June 21.

Executive Committee Report

Dinah read the synopsis of the Executive Committee meeting that was held on Wednesday, June 2.

Superintendent's Report

The Administrative Retreat took place on June 15. A portion of the time was spent studying the publications of Dr. Phil Schlechty, more specifically his publication, *Leading for Learning*.

Of the six (6) high school graduations, only one (1) required that the rain plan be implemented; however this overall process needs to be re-evaluated as the cost is high (approximately seventy-four thousand dollars (74,000.00)). An indoor facility would be the most appropriate. At this time the only option would be to return to Hofheinz Pavilion at the University of Houston as the use of Grace Community Church could mean that the school district would face potential lawsuits by individual citizens and the American Civil Liberties Union (ACLU).

The district is in the process of shoring up new hires for the upcoming school year.

A Clear Creek Independent School District (CCISD) Board of Trustees (BOT) workshop was held on Monday, June 14 where the main topic of discussion was targets/goals for the fiscal year that begins September 1.

Coordinator's Report

The check from BP - Texas City for thirty thousand dollars (30,000.00) has been received and deposited.

Plans are in the works for a VIP Reception honoring our top donors thus far - **BP - Texas City, Clear Lake Regional Medical Center, PBK Architects, Perdue, Brandon, Fielder, Collins & Mott** and **Space Center Rotary**.

Over two thousand (2,000) brochures were distributed at the four (4) comprehensive high school graduations. Many thanks to those who assisted Janet Brown with this effort – Dinah Matthews, Natalie Matthews (Dinah's daughter), Jim Towey, Tonita Franklin, Svetlana Hansen, Bob Elford and Patty Rogers-Cooper.

The second phase of the Boeing grant is the process of being completed.

The Gala chairman (Wendy), vice-chairman (Lisa) and Angela met to begin discussions including committee placements, venue and entertainment. The first committee meeting will be on Monday, June 21 at 6:30 PM at the Milk Pail in League City.

Angela has been slated as President-Elect for the Greater Houston Area Association of Education Foundations. The group has successfully submitted and received a grant to pay for five (5) trainings for foundation staff as well as any foundation board members to participate in. The trainings will begin in July.

After working with Harris Connect over several days, a broadcast e-mail was sent to members informing them of the CCEF Alumni Outreach initiative. Angela will also be working with the DonorPerfect software to strategically extract information about alumni to target them as potential members.

Board Development

All nomination forms have been posted to the Website.

Outstanding Alumni -

<http://clearcreekeducationfoundation.org/forms/Alumni%20Online%20Nomination%20Form.pdf>, due August 1.

CCISD Superstar -

<http://clearcreekeducationfoundation.org/forms/Superstar%20Online%20Nomination%20Form.pdf>, due August 1.

George B. Carlisle -

<http://clearcreekeducationfoundation.org/forms/Carlisle%20Online%20Nomination%20Form.pdf>, due August 1 (only board members nominate; not open to the general public).

Valor Award -

<http://clearcreekeducationfoundation.org/forms/Valor%20Online%20Nomination%20Form.pdf>, due August 1 (only board members nominate; not open to the general public).

The process for board member nominations will begin after the above task is completed. However, if there are any individuals that should be considered, please submit names/information to Gene Hollier (doddholl@aol.com) now.

Community Outreach

A press release has been sent for Citizen of the Year Award nominations to various media outlets.

The Nomination form is on the Website -

<http://www.clearcreekeeducationfoundation.org/forms/COTY%20Online%20Nomination%20Form.pdf>,

due September 1.

This individual will be awarded the honor at the CCEF Community Breakfast in the fall.

A press release has been sent for Outstanding Alumni and CCISD Superstar nominations to various media outlets.

Finance

Preliminary audit materials were delivered to auditors a week ago. Due to the timing of audits for 2008 and 2009, the current budget does not reflect two (2) years of payments.

Investment analysis continues.

By general consent the account at Sterling Bank will be closed.

Assessment of where our available cash should be deposited will begin and a decision made quickly. Currently the majority of our operating funds are in Wells Fargo. It was stated that the foundation should potentially consider moving those funds into a community-oriented bank where a long-term partnership can be established.

Financial reports will change to reflect non-profit terminology. The Balance Sheet will now be referred to as Statement of Financial Position. Profit & Loss will now be referred to as Statement of Financial Activity.

A motion will be made at the next meeting to ensure that Unrestricted Net Assets equal at least one year's operating budget.

Fundraising

Fashion Show - final projected net profits will be thirty-two thousand dollars (32,000.00); budget amount was twenty-eight thousand dollars (28,000.00). A follow-up meeting will be scheduled to assess what worked well and new ideas for the future.

Gala - will be held on Saturday, November 6 at the San Luis Resort. As mentioned in the Coordinator's Report, the first committee meeting will be held on Monday, June 21. The theme will be "Shining Stars" and will mimic the Hollywood grandeur of yesteryear.

The Bayside Intermediate Career Exploration Technology Lab is well on its way to being completely funded by outside partners. If the Boeing grant is awarded the entire facility will be covered by donations.

The Annual Giving Campaign marketing collateral will be developed and finalized over the next few weeks and a significant effort will be launched to develop additional partnerships to ensure this effort's success.

Planned Giving is in the works and the deadline for a subset of its implementation is at the end of summer.

University of Houston – Clear Lake has given a date of August 28 as available for a concert. Discussions need to be held to determine if this is feasible for this year based on a variety of factors.

The efforts during graduation for Alumni Outreach were outstanding and open up great possibilities for community awareness and potential funding.

Programs

All efforts with regards to student scholarships are complete with the exception of awarding the funds once appropriate documentation is received.

The Sur-Prize Patrol was extremely successful.

Private monies have been given to Joe for all individual grants that were sponsored.

A meeting with the Seabrook Rotary President and President-Elect will be held on Thursday, June 17 to determine if there is a potential partnership between CCISD/CCEF and Seabrook Rotary as it relates to assisting campuses in the Seabrook area.

Other

A reminder was issued about the upcoming 2nd Quarterly Social on Friday, June 18 at Carlos' Beer Garden.

Mission Moment – it was special to see one of our grant recipients be selected as the CCISD Secondary Teacher of the Year (Erika Bondy) and actually mention the foundation as critical to her success.

The next meeting of the BOD will be Wednesday, July 21 at 8:00 AM in the CCISD Administration Building Large Staff Development room.

The meeting adjourned at 8:55 AM.

Dinah Matthews
Secretary

Lisa Holbrook
Chairman

Clear Creek Education Foundation
Statement of Financial Activity
Four Months Ending 04/30/2010

	Jan - Apr 10
Ordinary Income/Expense	
Income	
Contributions Unrestricted	1,050.00
Gala-Current Year Receipts	
Gala Receipts	
Auction	57.00
Program Ads	100.00
Total Gala Receipts	157.00
Total Gala-Current Year Receipts	157.00
Fashion Show Current Year	
Fashion Show Receipts	
Invitations and Programs	750.00
Fashion Show Sponsorship	10,600.00
Donation	150.00
Tickets	100.00
Total Fashion Show Receipts	11,600.00
Total Fashion Show Current Year	11,600.00
Friends Campaign	
Friend Receipts	
Friends Capaign Revenue	100.00
Total Friend Receipts	100.00
Total Friends Campaign	100.00
Investment Income/(Loss)	
Interest -Mutual Funds	11.14
Interest income Govt Securities	324.99
Interest - general account	186.02
Oppenheimer - apprec/deprec	2,607.04
Govt Sec - apprec/deprec	-24,436.25
Morg Stanley Gen-accprec/depre	24,514.82
Total Investment Income/(Loss)	3,207.76
Total Income	16,114.76
Expense	
Fashion Show	
Unallocated Expenses	23.64
Venue Expenses	6,500.00
Invitations and Programs	1,402.84
Total Fashion Show	7,926.48
Gala - Current Year Expenses	
Printing & Postage	99.22
Total Gala - Current Year Expenses	99.22

Clear Creek Education Foundation
Statement of Financial Activity
Four Months Ending 04/30/2010

	<u>Jan - Apr 10</u>
Administrative Expenditures	
Credit Card Fees	149.14
Committee Expenses	
Programs	69.08
Total Committee Expenses	<u>69.08</u>
Advertising	50.00
Bank Service Charges	8.00
Business Gifts	232.00
Conferences	995.00
Meeting expense	1,036.00
Miscellaneous	95.40
Postage and Delivery	52.34
Professional Fees	
Accounting	6,000.00
Total Professional Fees	<u>6,000.00</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>10,459.55</u>
Total Expense	<u>18,485.25</u>
Net Ordinary Income	-2,370.49
Other Income/Expense	
Other Income	
Clear Lake Regional Medical Ctr	30,000.00
Contributions Restricted	1,000.00
Dooley Family Scholarship Fund	314.37
Total Other Income	<u>31,314.37</u>
Net Other Income	<u>31,314.37</u>
Net Income	<u><u>28,943.88</u></u>

Clear Creek Education Foundation
Statement of Financial Activity
through June 1, 2010

	Jan 1 - Jun 1, 10
Ordinary Income/Expense	
Income	
Contributions Unrestricted	1,422.37
Gala-Current Year Receipts	
Gala Receipts	
Sponsorship	3,000.00
Auction	57.00
Program Ads	100.00
Total Gala Receipts	3,157.00
Total Gala-Current Year Receipts	3,157.00
Fashion Show Current Year	
Fashion Show Receipts	
Decorations	80.00
Invitations and Programs	1,607.75
Fashion Show Sponsorship	22,100.00
Auction	2,395.00
Donation	1,200.00
Tickets	6,700.00
Videos	75.00
Fashion Show Receipts - Other	660.00
Total Fashion Show Receipts	34,817.75
Total Fashion Show Current Year	34,817.75
Friends Campaign	
Friend Receipts	
Friends Capaign Revenue	100.00
Total Friend Receipts	100.00
Friends Campaign - Other	800.00
Total Friends Campaign	900.00
Investment Income/(Loss)	
Interest -Mutual Funds	11.14
Interest income Govt Securities	324.99
Interest - general account	186.02
Oppenheimer - apprec/deprec	2,607.04
Govt Sec - apprec/deprec	-24,436.25
Morg Stanley Gen-accprec/depre	24,514.82
Total Investment Income/(Loss)	3,207.76
Total Income	43,504.88
Expense	
Fashion Show	
Unallocated Expenses	34.47
Venue Expenses	10,957.53
Invitations and Programs	2,854.69

Clear Creek Education Foundation
Statement of Financial Activity
through June 1, 2010

	<u>Jan 1 - Jun 1, 10</u>
Lighting, Sound and Staging	4,279.00
Decorations	737.27
Producer and Staff Fees	<u>6,535.00</u>
Total Fashion Show	25,397.96
Gala - Current Year Expenses	
Printing & Postage	<u>99.22</u>
Total Gala - Current Year Expenses	99.22
Innovative Teacher Grants	
Teacher Grants	<u>300.69</u>
Total Innovative Teacher Grants	300.69
Teacher Certifications	1,215.00
Administrative Expenditures	
Credit Card Fees	149.14
Committee Expenses	
Programs	<u>69.08</u>
Total Committee Expenses	69.08
Advertising	50.00
Bank Service Charges	8.00
Business Gifts	232.00
Conferences	995.00
Meeting expense	1,059.60
Membership Fees	20.00
Miscellaneous	120.40
Postage and Delivery	52.34
Professional Fees	
Accounting	<u>6,000.00</u>
Total Professional Fees	6,000.00
Supplies	
Office	814.20
Marketing	<u>95.00</u>
Total Supplies	909.20
Training	319.70
Travel & Ent	
Meals	136.45
Travel	427.00
Travel & Ent - Other	<u>618.37</u>
Total Travel & Ent	1,181.82
Total Administrative Expenditures	<u>11,166.28</u>
Total Expense	<u>38,179.15</u>
Net Ordinary Income	5,325.73

Clear Creek Education Foundation
Statement of Financial Activity
through June 1, 2010

Jan 1 - Jun 1, 10

Other Income/Expense	
Other Income	
Clear Lake Regional Medical Ctr	30,000.00
Contributions Restricted	1,000.00
Dooley Family Scholarship Fund	314.37
Total Other Income	<u>31,314.37</u>
Net Other Income	<u>31,314.37</u>
Net Income	<u><u>36,640.10</u></u>

Clear Creek Education Foundation
Statement of Financial Position
April 30, 2010

	Apr 30, 10
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo - Savings	211,362.81
Wells Fargo - Operations	15,369.54
Morgan Stanley - General	353,504.76
Sterling Bank-Operating	2,377.61
Total Checking/Savings	582,614.72
Other Current Assets	
Other Prepaid Assets	6,000.00
Fashion Show Upcoming Year	1,000.00
Gala Sponsorship Receivable	14,903.00
Prepaid Insurance	550.47
Total Other Current Assets	22,453.47
Total Current Assets	605,068.19
Other Assets	
Oppenheimer Mutual Fund	61,675.20
Total Other Assets	61,675.20
TOTAL ASSETS	666,743.39
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	
CCEF Endowment Fund	51,141.00
Unrestricted General Fund	314,596.51
Total Unrestricted	365,737.51
Temporarily Restricted	
Boeing Grant for NBTC	7,795.00
Seabrook Assn Scholarship	9,911.00
Seabrook POA Scholarship	24,176.00
Zrubek Scholarship	17,895.00
Weber Scholarship	4,724.00
James Bay Scholarship Fund	9,304.00
Hutchinson Scholarship	15,517.00
Career/ Tech Lab Fund	29,082.00

Clear Creek Education Foundation
Statement of Financial Position
April 30, 2010

	<u>Apr 30, 10</u>
Brandhorst Scholarship Fund	691.00
Total Temporarily Restricted	<u>119,095.00</u>
Permanently Restricted	
Reinhartsen Scholarship	49,988.00
CCISD Trustees' Endowment	19,338.00
Bob Neill Scholarship	60,091.00
Dooley Scholarship Fund	14,550.00
Total Permanently Restricted	<u>143,967.00</u>
Net Income	28,943.88
Total Equity	<u>657,743.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>666,743.39</u></u>