



## Clear Creek Education Foundation

Board of Directors' Meeting • Large Staff Development Room 8:00 a.m.

May 19, 2010

### Minutes

**Board attendees:** Joe Barlow, Patty Cooper, Kathy Dooley, Tonita Franklin, Lisa Holbrook, Gene Hollier, Jamieson Mackay, Joan McKinney, Santiago Mendoza, Scott Rainey, Bob Richmond, Jim Towey and Rick Wade

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

**Senior Advisory Council attendees:** Jerry Smith

#### Call to Order

The meeting called to order by Lisa Holbrook at 8:01 AM. In Dinah Matthews' absence, Lisa Holbrook appointed Angela Jenkins as Secretary.

Jamieson Mackay moved to approve the minutes of the April BOD meeting as presented. Rick Wade seconded the motion. The motion carried.

In Dinah's absence, Lisa read the synopsis of the Executive Committee meeting that was held on Wednesday, May 12.

#### Superintendent's Report

Ann Hammond has been re-elected to the CCISD Board of Trustees for a second three-year term.

On Saturday, May 8, thirty-eight (38) students graduated with an associate degree from San Jacinto Community College. This is the first graduating class of Clear Horizons Early College High School.

Dr. Smith stated that he greatly appreciates the support of the Clear Creek Education Foundation and all that the Foundation does for CCISD. He also complimented the success of the 2010 Fashion Show.

He agreed that the invitation to join the Alumni Association could be placed in graduation programs for the four comprehensive high schools.

#### Coordinator Report

Angela provided a short recap of some of the data as it related to the Fashion Show.

Tuesday's Sur-Prize Patrol was fun and enjoyed by all who participated.

Student scholarships have been processed. Lisa will be presenting at Horizons (May 21), Creek (May 24) and Brook and Lake (May 25).

A table of ten (10) has been reserved for the Foundation for the Ray Joseph Hutchinson **Salute to Heroes** dinner to be held June 24 at SSHR from 6:00 - 9:00 PM.

The required inquiry letter has been completed to Boeing for a twenty-five thousand dollar (25,000.00) grant for the Career Exploration Technology Lab at Bayside.

Once the Sur-Prize Patrol has concluded, work will shift towards Annual Giving Campaign collateral, the proposed fall concert and nomination forms for Outstanding Alumni and CCISD Superstar that will be placed on the Web site by June 1.

### **Board Development**

Nomination forms for Outstanding Alumni and CCISD Superstar Awards will be posted on the CCEF Web site by June 1.

Gene has solicited Gary Mossman for suggested nominees for the George B. Carlisle Award. He will ask Ralph Parr for his input as well.

Nominations for the CCEF board of directors will begin being accepted during the summer months. The current board members are encouraged to submit nominations for possible candidates.

### **Community Outreach**

The Web site and Facebook continue to be updated with the most recent information in real time. In order to see the Facebook page, you must (a) create a Facebook account and (b) become a fan of the Clear Creek Education Foundation.

At this time, there have been no further requests for the Speaker's Bureau.

Joe Barlow and Rick Wade agreed to serve as members of the Citizen of the Year Award committee. An administrator and teacher will also be asked to participate. This award will be given at the Community Breakfast.

Jamieson is looking for someone to chair the Community Breakfast (held in September/October time frame). Rick Wade agreed to be a sponsor of the community breakfast.

### **Finance**

The Finance committee will meet on May 20 to discuss the investment policy statement. Options will be presented to the Executive Committee on June 2, followed by a recommendation to the Board of Directors on June 16.

The 2009 Audit is targeted to begin June 21.

The recommended changes to the financials in QuickBooks will be implemented the last week in May.

The financials were presented and filed for audit. Note: The financials will be posted on the Web site.

## **Fundraising**

The Fashion Show was very successful. Huge thanks were extended to Dinah Matthews and her team for an outstanding effort and to the board for their support of the event.

The Senior Advisory Council is working on implementing an action plan for a Planned Giving campaign.

The Fundraising committee held a meeting on April 21 and has come up with some great plans for the future.

### **Gala**

- ✦ The Gala will be held on Saturday, November 6. The venue in all likelihood will be the San Luis Hotel. They are willing to give the foundation a great price and this is prior to Gene Hollier (who sits on their board) attempting to negotiate a better deal.

The Annual Giving Campaign is off and running. A major planning effort will take place in the June timeframe.

On May 17, Scott Rainey, Patty Cooper and Lisa Holbrook met with UHCL representatives - Dion McGinnis and Charity Ellis - to discuss the possibility of hosting the fall concert on their campus. The site looks promising and is a great tie-in to education.

## **Programs**

A total of twenty-one (21) grants were awarded over sixteen (16) campuses. The first Sur-prize patrol was held yesterday (Tuesday, May 18<sup>th</sup>). Approximately fifty-five thousand dollars (55,000.00) was allocated. An additional four thousand two hundred thirty eight dollars and forty-one cents (4,238.41) was personally donated by four (4) different individuals/companies in the community with a specific interest in a particular grant. Efforts will continue to look for outside companies and individuals to fund individual grants.

Angela will work with Deran (CCISD Technology) to allow the grant application process to remain open throughout the year.

## **Senior Advisory Council**

Members of the SAC are working on submitting nominations for the George B. Carlisle Award.

Members of the SAC are also looking at individuals to be nominated for the Board of Directors; especially in industries that have been thus far untapped.

August is the target month for implementing a Planned Giving program. Models currently being evaluated are University of Houston and Columbia University.

Janet Brown will work to have a CCEF table at the graduation ceremonies for guests to have an opportunity to join the Alumni Association.

Lisa thanked the SAC for their active participation in the Fashion Show by purchasing a table and a full-size ad in the program.

**Other**

A variety of Mission Moments were presented:

- 1) Armand Bayou meeting – The Board of Directors enjoyed students personally thanking them for the grant to Mary Caruth - “Heart Adventure Challenge”.
- 2) Two teachers were so excited with the grants awarded that they squealed aloud.
- 3) A grant was awarded to a group of deaf students. They signed “Thank you” to show their appreciation.
- 4) While visiting Clear Creek Intermediate, Sur-prize patrollers had the opportunity to view the new Career Exploration Lab at Clear Creek Intermediate and meet Juan Garcia the teacher at that campus.

Lisa stated to the board that 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 9:12 AM.

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Angela Jenkins  
Secretary Pro-Tem

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Lisa Holbrook  
Chairman

**Clear Creek Education Foundation**  
**Fashion Show 2010**  
 January 1 through June 1, 2010

	<b>Fashion Show 2010 (Fashion Show)</b>	<b>Total Fashion Show</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Fashion Show Current Year</b>			
<b>Fashion Show Receipts</b>			
Decorations	80.00	80.00	80.00
Invitations and Programs	1,607.75	1,607.75	1,607.75
Fashion Show Sponsorship	21,100.00	21,100.00	21,100.00
Auction	2,395.00	2,395.00	2,395.00
Donation	1,150.00	1,150.00	1,150.00
Tickets	6,400.00	6,400.00	6,400.00
Videos	75.00	75.00	75.00
Fashion Show Receipts - Other	660.00	660.00	660.00
<b>Total Fashion Show Receipts</b>	33,467.75	33,467.75	33,467.75
<b>Total Fashion Show Current Year</b>	33,467.75	33,467.75	33,467.75
<b>Total Income</b>	33,467.75	33,467.75	33,467.75
<b>Expense</b>			
<b>Fashion Show</b>			
Unallocated Expenses	34.47	34.47	34.47
Venue Expenses	10,957.53	10,957.53	10,957.53
Invitations and Programs	2,854.69	2,854.69	2,854.69
Lighting, Sound and Staging	4,279.00	4,279.00	4,279.00
Decorations	737.27	737.27	737.27
Producer and Staff Fees	6,535.00	6,535.00	6,535.00
<b>Total Fashion Show</b>	25,397.96	25,397.96	25,397.96
<b>Total Expense</b>	25,397.96	25,397.96	25,397.96
<b>Net Ordinary Income</b>	8,069.79	8,069.79	8,069.79
<b>Net Income</b>	8,069.79	8,069.79	8,069.79

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

	<b>Jan - Apr 10</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions Unrestricted	1,050.00
<b>Gala-Current Year Receipts</b>	
<b>Gala Receipts</b>	
Auction	57.00
Program Ads	100.00
<b>Total Gala Receipts</b>	157.00
<b>Total Gala-Current Year Receipts</b>	157.00
<b>Fashion Show Current Year</b>	
<b>Fashion Show Receipts</b>	
Invitations and Programs	750.00
Fashion Show Sponsorship	10,600.00
Donation	150.00
Tickets	100.00
<b>Total Fashion Show Receipts</b>	11,600.00
<b>Total Fashion Show Current Year</b>	11,600.00
<b>Friends Campaign</b>	
Friend Receipts	
Friends Capaign Revenue	100.00
<b>Total Friend Receipts</b>	100.00
<b>Total Friends Campaign</b>	100.00
<b>Investment Income/(Loss)</b>	
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
<b>Total Investment Income/(Loss)</b>	3,207.76
<b>Total Income</b>	16,114.76
<b>Expense</b>	
<b>Fashion Show</b>	
Unallocated Expenses	23.64
Venue Expenses	6,500.00
Invitations and Programs	1,402.84
<b>Total Fashion Show</b>	7,926.48
<b>Gala - Current Year Expenses</b>	
Printing & Postage	99.22
<b>Total Gala - Current Year Expenses</b>	99.22

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

	<u>Jan - Apr 10</u>
<b>Administrative Expenditures</b>	
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>
<b>Total Expense</b>	<u>18,485.25</u>
<b>Net Ordinary Income</b>	-2,370.49
<b>Other Income/Expense</b>	
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>
<b>Net Other Income</b>	<u>31,314.37</u>
<b>Net Income</b>	<u><u>28,943.88</u></u>

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

	<b>Jan 1 - Jun 1, 10</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions Unrestricted	1,422.37
<b>Gala-Current Year Receipts</b>	
<b>Gala Receipts</b>	
Sponsorship	3,000.00
Auction	57.00
Program Ads	100.00
<b>Total Gala Receipts</b>	3,157.00
<b>Total Gala-Current Year Receipts</b>	3,157.00
<b>Fashion Show Current Year</b>	
<b>Fashion Show Receipts</b>	
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
<b>Total Fashion Show Receipts</b>	34,817.75
<b>Total Fashion Show Current Year</b>	34,817.75
<b>Friends Campaign</b>	
<b>Friend Receipts</b>	
Friends Capaign Revenue	100.00
<b>Total Friend Receipts</b>	100.00
<b>Friends Campaign - Other</b>	800.00
<b>Total Friends Campaign</b>	900.00
<b>Investment Income/(Loss)</b>	
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
<b>Total Investment Income/(Loss)</b>	3,207.76
<b>Total Income</b>	43,504.88
<b>Expense</b>	
<b>Fashion Show</b>	
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	6,535.00
<b>Total Fashion Show</b>	<u>25,397.96</u>
Gala - Current Year Expenses	
Printing & Postage	99.22
<b>Total Gala - Current Year Expenses</b>	<u>99.22</u>
Innovative Teacher Grants	
Teacher Grants	300.69
<b>Total Innovative Teacher Grants</b>	<u>300.69</u>
Teacher Certifications	1,215.00
Administrative Expenditures	
Credit Card Fees	149.14
Committee Expenses	
Programs	69.08
<b>Total Committee Expenses</b>	<u>69.08</u>
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	6,000.00
<b>Total Professional Fees</b>	<u>6,000.00</u>
Supplies	
Office	814.20
Marketing	95.00
<b>Total Supplies</b>	<u>909.20</u>
Training	319.70
Travel & Ent	
Meals	136.45
Travel	427.00
Travel & Ent - Other	618.37
<b>Total Travel &amp; Ent</b>	<u>1,181.82</u>
<b>Total Administrative Expenditures</b>	<u>11,166.28</u>
<b>Total Expense</b>	<u>38,179.15</u>
<b>Net Ordinary Income</b>	5,325.73

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

Jan 1 - Jun 1, 10

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

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

	<b>Apr 30, 10</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Wells Fargo - Savings	211,362.81
Wells Fargo - Operations	15,369.54
Morgan Stanley - General	353,504.76
Sterling Bank-Operating	2,377.61
<b>Total Checking/Savings</b>	582,614.72
<b>Other Current Assets</b>	
Other Prepaid Assets	6,000.00
Fashion Show Upcoming Year	1,000.00
Gala Sponsorship Receivable	14,903.00
Prepaid Insurance	550.47
<b>Total Other Current Assets</b>	22,453.47
<b>Total Current Assets</b>	605,068.19
<b>Other Assets</b>	
Oppenheimer Mutual Fund	61,675.20
<b>Total Other Assets</b>	61,675.20
<b>TOTAL ASSETS</b>	<b>666,743.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accounts Payable	9,000.00
<b>Total Other Current Liabilities</b>	9,000.00
<b>Total Current Liabilities</b>	9,000.00
<b>Total Liabilities</b>	9,000.00
<b>Equity</b>	
<b>Unrestricted</b>	
CCEF Endowment Fund	51,141.00
Unrestricted General Fund	314,596.51
<b>Total Unrestricted</b>	365,737.51
<b>Temporarily Restricted</b>	
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>
<b>Permanently Restricted</b>	
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>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>666,743.39</u></b>