



Clear Creek Education Foundation
 Board of Directors' Meeting • Space Center Houston
 January 16, 2010
 2010 Planning Retreat Minutes

Board attendees: Joe Barlow, Patty Cooper, Kathy Dooley, Bob Elford, Lisa Holbrook, Gene Hollier, Dennis Johnson, Jamieson Mackay, Joan McKinney, Santiago Mendoza, Jr., Scott Rainey, Wendy Shaw, Jim Towey and Rick Wade

Ex-officio attendees: Dr. Steven Ebell, Svetlana Hanson and Dr. Greg Smith

Senior Advisory Council attendees: Janet Brown, Walt Huff, Dr. Jim O'Malley, Olive Murphy-Riker and Jerry Smith

Meeting called to order by Lisa Holbrook, 2010 Chairman at 9:00 a.m.

Lisa welcomed the board members and made introductions of officers, new board members, and ex-officio members.

The minutes of the November 2009 Board of Directors' (BOD) meeting were approved by committee.

Finance

- Down by \$9,000 in 2009 in investments and revenues;
- 2008 Audit will be complete in the next few weeks;
- 2009 audit will begin in late April 2010;
- Large operating and money market funds are slowly moving to Wells Fargo from Sterling Bank. Current Sterling balance is approximately \$3,100.00; and
- Changed bylaws in 2009 for added flexibility for movement of investment funds.

Jim Towey, Treasurer, presented financials through December 31, 2009 (see Attachment A):

Income		\$103,561.62
Expense		<u>\$100,783.62</u>
Net Ordinary Income		\$ 2,777.90
Net Other Income		<u>\$ <1,401.47></u>
Net Income		<u>\$ 1,376.43</u>

Total assets as of December 31, 2009 are \$615, 896.51. (see Attachment B)

The reports will be filed for audit.

Fashion Show/Gala events

Fashion Show netted approximately \$27,000 in 2009;
 Gala made approximately \$100,000;

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The Foundation funded Clear Creek Intermediate Career Exploration Lab for \$72,823; We will need to fund the Bayside Intermediate lab at Education Village in August 2010; The Foundation also funded \$55,385 in Innovative Teacher Grants in May 2010; and We gave \$1,300 to reimburse teachers for their National Board Teacher Certification fees.

Fashion Show

- 2010 Adult models in place. Models include Scott Rainey, Kelli Baliker, Tonya Collum, Rod Turner, Roslyn Turner, Jim Sweeny, and Pat Patton. CCISD models include Eva DeCardenas, Dr. Steven Ebell, Debbie Taylor, and Karen Engle.

- Student model applications online and hard copies will be delivered to all High School campuses next week.

The Fashion Show is May 16 at 4:30 p.m. at the Hilton Houston NASA Clear Lake.

The theme is Stars of the Sea.

Chair is Dinah Matthews and Amanda Devries will serve as the Vice Chairman

Gala 2010

Wendy Shaw agreed to chair the event in 2010. Tentative date set for November 6th.

Alumni Update

Janet Brown from the Senior Advisory Council will chair the Alumni Association efforts again in 2010. The Foundation is active on Facebook, we are not on Classmates yet.

- Tony Loayza from GCEFCU is working to clean up submissions for Alumni logo contest.

- We hope to have two from each campus and have voting available online. Once a decision is made we will have window decals made and discuss other options to send to alumni such as t-shirts.

- The Alumni could bring both volunteer and monetary sources for the Foundation.

CCISD Needs

The Foundation funded Clear Creek Intermediate Career Exploration Lab for \$72,823. We will need to fund the Bayside Intermediate lab at Education Village in August 2010.

The Foundation also funded \$55,385 in Innovative Teacher Grants in May 2010.

We gave \$1,300 to reimburse teachers for their National Board Teacher Certification fees.

We did not have funds available to give for the Clear Horizons campus.

The Clear Creek Education Foundation rallies for education and provides for quality partnerships.

#1 Priority

Clear Horizons Early College High School

Requesting \$75,000 for college level textbooks (mainly for Juniors and Seniors).

Currently 375 students enrolled.

Annual cost to CCISD is \$396,000. CCISD has applied for grants but donors want to support new program. Funds are not available to sustain the program.

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Costs per student (overall)

\$300 per year for Freshman.

\$2,500 per semester for Juniors and Seniors.

Approximately \$5,000 per student for 4 years at Clear Horizons

CCISD will reuse books when possible and resale if possible

2 Priority

Career Exploration and Technology Lab at Bayside Intermediate

Requesting \$72,800 for lab opening in August 2010

Labs assist in providing college and workforce ready students.

3 Priority

National Board Teacher Certification

Three-five teachers will complete their certification in 2010.

\$2,600 per teacher (\$650.00 a year for 4 years as long as employed with CCISD)

4 Priority

Teacher Grants

- Dr. Ebell attended a community meeting and received a positive response concerning the teacher grants from the Foundation.

CCISD requests that we fund high quality grants.

Programs Committee Report

Committee at retreat consisted of Chairman –Joe Barlow, Dr. Steven Ebell, Santiago Mendoza, Jr., Olive Riker, and Joan McKinney.

2010 Committee Goals:

- Cap Grant requests to \$5,000 again this year.
- Requesting \$65,000 for 2010 Teacher Grants

Proposed changes to grant process:

- 1) Programs committee will have a meeting after initial reading of all the submitted grants.
- 2) The committee will look to target grants that are industry specific and seek funds outside of budget for possible direct funding
- 3) Create a report “form” for teachers to submit status to the Foundation in December and May. This will provide a common format for review.

This year 16 out of 18 status reports received in December.

- The committee also wants to add the availability of partial funding or “seed” money for grant requests.

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Fundraising Committee Report

Committee at retreat consisted of Chairman – Patty Cooper, Santiago Mendoza, Jr., Bob Elford, and Wendy Shaw.

2010 Committee Goals:

- Initiate Annual campaign for the Foundation. This would make the events more of a community outreach tool and appreciation to donors other than fundraising driven.
- Prioritize goals with requested district's needs.
- Establish a personal relationship with large donors. Make plans to take possible new and existing large donors to lunch and make more personal, "face to face" requests. Concentrate more on "Friend raising".
- Committee plans to hold regular meetings.
- Bob would like to implement "Coffee Talks" with Dr Smith to begin relationships with new larger donors.
- Committee would like each board member to create one new relationship for the Foundation in 2010.

1 Priority will be the textbooks for CHECHS

We will work to fund \$40,000 and provide the requested \$75,000 if funds are available.

- Plans to launch a "sponsor a child" directed giving campaign will be implemented. We will look to involve smaller companies in this plan.
- Patty wants to have an online donor "pledge" form for this initiative and would like to create a catchy brand for this goal.

2 Priority will be the Career Exploration Technology Labs for Bayside Intermediate

We will work to fund the entire lab at \$72,800

- Gala and Fashion Show funds will go toward this need.

We will also continue to fund the National Board Teacher Certification with the funds provided by Boeing in 2008 and will give \$55,000 again to the Innovative Teacher Grants. We will work to fund the highest quality grants per CCISD request.

Annual Campaign

We will work to model United Way.

Plans to create a "Board First" giving campaign where each board member has their own webpage and friends/family can make donations on individual pages.

Work to begin migrating donors want to be a part of the annual campaign. We will offer quarterly or bi-annual billing to make it easier for companies to support the Foundation.

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The committee will develop levels of support with benefits for the annual giving campaign.

Alumni Association

Online by 1st quarter of 2010;

Utilize Senior Advisory Councils help; and

We will make more personal appeals and work to emphasize relationships.

Community Outreach Report

Committee at retreat consisted of Chairman –Jamieson Mackay, Rick Wade and Scott Rainey.

2010 Committee Goals:

- Before the end of the first quarter 2010, the committee will work to create a speakers bureau and will take suggestions from the board for possible venues.
- Work toward creating and maintaining a “wall of honor” for previous and current donors. The plaque will designate ongoing donors and provide another means for recognition of contributions.
- Maintain the Web site and work to develop a scholarship page.
- Make the Community Breakfast a small fundraising opportunity this year and make it much larger and have a broader reach.
- Create and distribute a quarterly e-newsletter.
- Add Facebook and Twitter logos to collateral.

Finance Committee Report

Committee at retreat consisted of Chairman –Bob Richmond (not present), Kathy Dooley and Jim Towey

2010 Committee Goals:

- In the middle of the year review the funds in the Morgan Stanley account and determine if we keep it there or make recommendations for changes if necessary.
- Make Class and Department reporting available and easier to review.
- Complete audit by date in the bylaws.

Board Development Report

Committee will consist of Chairman – Gene Hollier, Lisa Holbrook, Jamieson Mackay, Angela Jenkins and Dr. Greg Smith

2010 Committee Goals:

- Review current board members to assess if they are doing their job before removal from Foundation board.

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- Provide written criteria for selection process of all awards given in 2010 -
 - How apply?
 - How board receives nomination.
- 2-4 people leaving board -
 - review industries where we need coverage (like grant writing experience).
- Grant writing help "nomination of board member".
- Begin possible review for hiring an Executive Director for fundraising goals.

Foundation to use CCISD Inside participants for possible board members. Eva DeCardenas can help with providing names. Also, proposed that CCEF Board attend the CCISD Inside training if possible.

Senior Advisory Council Report

Committee at retreat consisted of Chairman – Jim O'Malley, Olive Murphy-Riker, Jerry Smith and Walt Huff

2010 Committee Goals:

- Make recommendations to Board Development for possible future members.
- Committee will work to get a table at CCEF functions.
- Assist Janet with Alumni Association growth.
- Work on ways to have wills and IRAs donated to the Foundation for CCISD.

Closing

2010 meetings will alternate between lunches and breakfast meeting times to accommodate those who cannot attend one or the other set times.

Meeting adjourned at 1:40 p.m.

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Attachment A:

(See following pages)

Clear Creek Education Foundation
Balance Sheet
December 31, 2009

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo - Savings	168,055.42
Wells Fargo - Operations	31,980.81
Morgan Stanley - General	328,653.81
Sterling Bank-Operating	3,151.59
Total Checking/Savings	<u>531,841.63</u>
Other Current Assets	
Prepaid Insurance	550.47
Total Other Current Assets	<u>550.47</u>
Total Current Assets	532,392.10
Other Assets	
Government Securities	24,436.25
Oppenheimer Mutual Fund	59,068.16
Total Other Assets	<u>83,504.41</u>
TOTAL ASSETS	<u>615,896.51</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted General Fund	305,639.59
Brandhorst Scholarship Fund	705.00
Dooley Scholarship Fund	15,000.00
CCEF Endowment Fund	52,724.49
Bob Neill Scholarship	61,971.14
Career/ Tech Lab Fund	22,237.90
CCISD Trustees' Endowment	18,911.85
Hutchinson Scholarship	16,113.81
James Bay Scholarship Fund	9,537.13
Reinhartsen Scholarship	53,701.77
Scholarships	57,977.40
Net Income	1,376.43
Total Equity	<u>615,896.51</u>
TOTAL LIABILITIES & EQUITY	<u>615,896.51</u>

Clear Creek Education Foundation
Profit & Loss
Twelve Months Ended 12/31/2009

	Jan - Dec 09
Ordinary Income/Expense	
Income	
Reimbursements/Returns	600.21
Contributions Unrestricted	19,866.00
Gala-Current Year	
Gala Receipts	
Tickets	8,695.31
Sponsorship	80,132.00
Donation	5,250.00
Silver Sponsorship	10,000.00
Auction	4,730.00
Program Ads	1,115.00
Bronze Sponsorship	3,000.00
Gala Receipts - Other	24,505.25
Total Gala Receipts	137,427.56
Gala Expenditures	
Casino	-2,400.00
Venue and Food	-14,433.11
Awards	-2,671.00
Decorations	-1,500.00
Entertainment	387.50
Printing & Postage	-4,570.16
Gala Supplies	-235.32
Other Expenses	-200.56
Gala Expenditures - Other	-5,000.00
Total Gala Expenditures	-30,622.65
Total Gala-Current Year	106,804.91
Fashion Show Current Year	
Fashion Show Receipts	
Fashion Show Sponsorship	22,957.03
Auction	6,690.00
Donation	750.00
Tickets	9,400.00
Videos	225.00
Fashion Show Receipts - Other	12,097.16
Total Fashion Show Receipts	52,119.19
Fashion Show Expenditures	
Fashion Show Expense	-17,742.27
Fashion Show Expenditures - Other	-7,540.91
Total Fashion Show Expenditures	-25,283.18
Total Fashion Show Current Year	26,836.01
Friends Campaign	
Friend Receipts	
Friends Campaign Revenue	785.62
Friend Receipts - Other	1,750.00
Total Friend Receipts	2,535.62
Friends Expenditures	
Friends Campaign Expense	-636.42
Friends Expenditures - Other	-2,188.80
Total Friends Expenditures	-2,825.22
Total Friends Campaign	-289.60
Career Exploration Computer Lab	
Computer Labs Expenditures	-72,823.00
Total Career Exploration Computer Lab	-72,823.00

Clear Creek Education Foundation
Profit & Loss
Twelve Months Ended 12/31/2009

	Jan - Dec 09
Investment Income/(Loss)	
Interest -Mutual Funds	597.10
Interest income Govt Securities	4,122.64
Interest - general account	751.47
Oppenheimer - apprec/deprec	16,507.51
Govt Sec - apprec/deprec	-86,106.81
Morg Stanley Gen-accprec/depre	86,695.08
Total Investment Income/(Loss)	22,566.99
Miscellaneous Income	0.00
Total Income	103,561.52
Expense	
Innovative Teacher Grants	
Teacher Grants	47,926.60
Innovative Teacher Grants - Other	-204.75
Total Innovative Teacher Grants	47,721.85
Teacher Certifications	1,300.00
Administrative Expenditures	
Credit Card Fees	1,078.37
Committee Expenses	
Membership Committee Expense	5.00
Community Outreach	320.85
Total Committee Expenses	325.85
Administrative Assistant Comp	36,270.00
Advertising	75.00
Bank Service Charges	164.00
Business Gifts	241.43
Conferences	185.00
Contributions	700.00
Dues and Subscriptions	1,138.00
Insurance-Liability	986.00
Meeting expense	1,763.81
Membership Fees	375.00
Miscellaneous	49.00
Postage and Delivery	18.26
Professional Fees	
Accounting	3,000.00
Total Professional Fees	3,000.00
Supplies	
Office	3,318.51
Marketing	919.35
Total Supplies	4,237.86
Travel & Ent	
Meals	144.05
Travel	553.74
Travel & Ent - Other	456.40
Total Travel & Ent	1,154.19
Total Administrative Expenditures	51,761.77
Total Expense	100,783.62
Net Ordinary Income	2,777.90
Other Income/Expense	
Other Income	
CCISD Trustees Endowment	-500.00
Scholarship Donations	35,098.53
Total Other Income	34,598.53

1/14/10

Clear Creek Education Foundation
Profit & Loss
Twelve Months Ended 12/31/2009

	<u>Jan - Dec 09</u>
Other Expense	
Reinharsten Scholarship	500.00
Other Scholarship Disb Restr	35,500.00
Total Other Expense	<u>36,000.00</u>
Net Other Income	<u>-1,401.47</u>
Net Income	<u><u>1,376.43</u></u>