

Minutes for Princeton Education Foundation

Trustee Meeting July 13, 2015

Meeting opened by Mr. Ed Cunningham

Attendance: Mary Cleveland, Gary Croley, Ed Cunningham, Carmen Daniels, Tracey Farley-Artis, Vicki Hoppe, Anna Johnson, Bob Maine, Beth McDaniel, Kareem Moncree-Moffett, Cindy Taylor, Shantel Thomas, Thomas Tucker, Matt Weber, Susan Wyder

Leadership: Ed Cunningham

- Transition update – Pat is taking inventory and listing all our assets that are now being housed between Princeton Operation Center (POC) and Princeton Administration Center (PAC). We will need to find a secure location to hold all assets. It was suggested all be moved to POC as there is more room in that facility.
- Leadership transition – Ed will meet one last time with Pat on July 29 to get all passwords, data, asset list, and anything else she has acquired as the director.

Viking Village Grand Opening: Sunday, August 23

- Committee of Anna, Ed and Bob will organize group so we can have a table presence at the events with handouts and accepting donations.

President's Report:

- Ed talked about PEF Officers and the need at our August meeting to nominate and vote on a Vice President and Secretary. This will complete our board with Beth McDaniel as Treasurer.
- Ed requested that minutes be taken at all committee meetings and emailed to him for our files. He also requested to be invited to all meetings, with the understanding he may not be available to attend all meetings.
- Ed's email is: ecunningham@princetonschools.net for all Foundation correspondence.

Committee Updates:

- A. Finance: Beth reported she and Anna have met with 2 boxes of information dropped off at the house.
 - All June bills are paid
 - Financial reported handed out

- Request to change the PEF year from fiscal year to school year for easier handling. – Finance Committee will look into and bring to group for approval after they meet.

B. Communication/Marketing: Kareem

- Received 2 proposals for web page – they are very different
 - i. Ed worked with Legend Works and Pat S. met with Dimalanta.
 - ii. Committee will look into this further for cost and ease of use – possibly looking for alumni to do this
- Press releases to go out regularly
 - i. Plan to do this once a month
- Would like more members on the Communication Committee

C. Golf : Matt Weber

- Recap of event 27 full teams – Blue Ash can hold a max of 32 so we were right on target.
- All holes had sponsorship
- Net approximately \$3,500
- Would like to create a Championship Wall - purchase enhanced display case
- Great volunteers
- S – Standard foundation set
- W – Weakness – need more silent auction items – work with Foundation/Gala committee so we do not hit up same groups
- O – Opportunity – increase the fee to golf
- T- Threat – identify golf outing conflicts
- Goals for the August meeting of the committee – set date – June 6
- Will be sending date out for bid

D. Athletic Hall of Fame – Gary/Matt

- Dates
 - i. Sept. 25 announced at Football Game
 - ii. Sept. 26 Dinner at Elements with Cash Bar
- Looking for Sponsor for our plaques

E. Alumni- Tracey

- Anna created new forms for Distinguished Alumni
- Moving Distinguished Alumni event to Dec. 5 before the first Princeton Basketball game
- Tracey is getting sponsorship from GE, Christ School of Nursing, Western Southern and others
- Mailing is too costly - \$12,000-13,000 – going to use email list instead
- Looking for more alumni to be part of the group

- Requesting \$5 for membership

F. By-Laws – Mary

- Group has had one meeting and looked at several by-laws from other groups
- Old by-laws have not Executive Board listed – however since we voted on one it will stay in place until after new by-laws are in place
- Group to set meeting and hopefully have something to share at next meeting with group.

G. Gala – Cindy/Shantel

- Save the date: Feb. 27, 2016 Sharonville Convention Center
- Cindy and Shantel have met
- Anna will handle all registration and check out
- Going to keep with Around the World theme and request gift baskets with the theme in mind.
- Tish and crew will be decorating
- Second Wind will be the entertainment for the evening

Fundraising:

- Ed would like group to have regular meeting with local businesses.
- Need to set date for PEF Partnership breakfast
- Ed is working with Rich Arnold from Sharonville Chamber

Next Meeting: August 17, 2015

Respectfully submitted by: Vicki Hoppe

Approved: _____