

**Northwest Regional ESD Foundation**  
Improving the lives of children with disabilities and those who are at-risk

**- BOARD MEETING AGENDA -**

**Wednesday, January 21, 2015, at 4:00 p.m.**  
**NWRESD BOARD ROOM: 5825 NE RAY CIR., HILLSBORO OR 97124**

- 1.) **Call to Order** ..... Board President, Jeff Condit
- 2.) **Introductions/Communications** ..... Jeff Condit
  - a.) Thank you notes from grant recipients
- 3.) **Minutes: November 18, 2014**..... Jeff Condit
- 4.) **Treasurer’s Report** ..... Treasurer and President-Elect, Yuen Chin
  - a.) Financials for December 2015
  - b.) Perkins Financial Review
- 5.) **Discussion Item: Future Planning**..... ALL  
This discussion item will focus on how the Foundation can remain faithful to its purpose despite the challenge of reduced staffing.

Background: At the November 2014, Board meeting, ESD Superintendent James Sager shared that staffing changes in the superintendent’s office require that the ESD scale back on the in-kind donation of staff time to the Foundation (from 20 hours to 5 hours per week)

REQUESTED BOARD ACTION: Please take some time prior to the meeting to review the attached chart outlining a continuum of possibilities developed for going forward (from maintaining status quo to dissolution). The chart was developed under a different set of circumstance in June 2013, but provides the framework to begin this discussion.

- 6.) **Good of the Order**

**Northwest Regional ESD Foundation**  
Improving the lives of children with disabilities and those who are at-risk

**- BOARD MEETING MINUTES -**

**Wednesday, November 19, 2014, at 4:00 p.m.**

**Via Conference Call**

**ATTENDANCE**

**Present:** Patrick Braatz, Yuen Chin, Joe Christy, Jeff Condit Steve Petruzelli, James Sager, Andi Miller, and Megan Stenberg.

1.) **Call to Order:** Board President, Jeff Condit called the meeting to order at 4:06 p.m.

2.) **Minutes**

It was moved and seconded to approve the minutes from the October 15 meeting. The motion was approved unanimously.

3.) **Treasurer's Report**

It was moved and seconded to approve the October 31 financial history and monthly budget. The motion was approved unanimously.

4.) **Communications**

A letter from ESD Superintendents James Sager was emailed to the board in advance of the meeting. The letter explained staffing changes in the superintendent's office require that the ESD scale back on the in-kind donation of staff time to the Foundation from 20 hours to 5 hours per week. The Board agreed that the focus of the January meeting will be how f the Foundation can remain faithful to its purpose with the challenge of reduced staffing.

5.) **Good of the Order**

- i. **December 1-3:** Cyber Week Online Auction
- ii. **December 16:** Holiday Open House: 3:30 to 5:30 @ the Foundation Office

61.) **Adjournment:** 4:46 p.m.

# 2014-15: Northwest Regional ESD Foundation Budget

Board Meeting January 21, 2015

12 Months

6 Months

6 Months

6 Months

July 14- June 15

July 14- December 14

July 14- December 14

July 14- December 14

DESCRIPTION	2014-15 Budget	2014-15 Budget	2014-15 Actual	Variance
<b>REVENUE</b>				
Pledges and Unsolicited Donations	\$ 10,000.00	\$ 5,000.00	\$ 7,828.87	\$ 2,828.87
Direct Mail Donations	\$ 1,000.00	\$ 500.00		\$ (500.00)
<b>GRANTS</b>				
Foundation Grants Income	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Corporate Grants Income	\$ 5,000.00	\$ 2,500.00		\$ (2,500.00)
<b>EVENTS</b>				
Dinner Auction Income	\$ 39,000.00	\$ -		\$ -
Online Auction Income	\$ 5,000.00	\$ 3,000.00	\$ 2,959.00	\$ (41.00)
<b>OTHER INCOME</b>				
Interest Income	\$ 25.00	\$ 12.50	\$ 5.42	\$ (7.08)
Other	\$ -	\$ -		\$ -
<b>NET REVENUE</b>	<b>\$ 80,025.00</b>	<b>\$ 21,012.50</b>	<b>\$ 20,793.29</b>	<b>\$ (219.21)</b>
<b>OPERATING EXPENSES</b>				
<b>Program (Grant Awards)</b>				
Mini Grants	\$ 24,000.00	\$ 12,000.00	\$ 17,063.00	\$ 5,063.00
Special Appeal	\$ -	\$ -		\$ -
Corporate Grants	\$ -			\$ -
Foundation Grants	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
<b>Event Expenses</b>	\$ 16,900.00	\$ -	\$ 278.15	\$ 278.15
<b>Contract Services</b>	\$ 10,000.00	\$ 5,000.00	\$ 3,145.00	\$ (1,855.00)
<b>Operations</b>				
Postage	\$ 200.00	\$ 100.00		\$ (100.00)
Printing	\$ 1,000.00	\$ 500.00	\$ 92.97	\$ (407.03)
Office Supplies	\$ 400.00	\$ 200.00	\$ 163.40	\$ (36.60)
Marketing	\$ 300.00	\$ 150.00		\$ (150.00)
<b>Membership Dues and Fees</b>				
Bank Fee	\$ 1,800.00	\$ 900.00	\$ 824.52	\$ (75.48)
Dues	\$ 700.00	\$ 350.00		\$ (350.00)
Licenses and Fees	\$ 150.00	\$ 75.00		\$ (75.00)
<b>Insurance</b>				
Liability Insurance	\$ 1,700.00	\$ 1,700.00	\$ 1,500.00	\$ (200.00)
<b>Travel and Meetings</b>	\$ 1,000.00	\$ 500.00		\$ (500.00)
<b>Miscellaneous</b>	\$ 800.00	\$ 400.00		\$ (400.00)
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 78,950.00</b>	<b>\$ 31,875.00</b>	<b>\$ 33,067.04</b>	<b>\$ 1,192.04</b>
<b>2014-15 Net Income (Loss)</b>	<b>\$ 1,075.00</b>	<b>\$ (10,862.50)</b>	<b>\$ (12,273.75)</b>	<b>\$ (1,411.25)</b>
<b>2014-15 Beginning Fund Balance</b>	<b>\$ 61,369.90</b>	<b>\$ 61,369.90</b>	<b>\$ 61,369.90</b>	
<b>2014-15 Ending Fund Balance</b>	<b>\$ 62,444.90</b>	<b>\$ 50,507.40</b>	<b>\$ 49,096.15</b>	

**Northwest Regional ESD Foundation  
Financial History  
Board Meeting January 21 2015**

**Assets and Fund Balance**

	6/30/2006	6/30/2007	6/30/2008	6/30/2009	6/30/2010	6/30/2011	6/30/2012	6/30/2013	6/30/2014	12/31/2014
Cash - Checking	\$39,299.53	\$64,404.45	\$114,108.53	\$38,067.34	\$53,421.03	\$48,034.94	\$42,598.44	\$45,200.67	\$25,515.62	\$13,236.46
Cash - Money Market				\$50,175.56	\$40,534.82	\$35,751.06	\$35,823.87	\$35,843.50	\$35,854.28	\$35,859.69
Petty Cash					\$28.46	\$7.09	\$6.10	\$0.00	\$0.00	\$0.00
<b>Total Assets</b>	<b>\$39,299.53</b>	<b>\$64,404.45</b>	<b>\$114,108.53</b>	<b>\$88,242.90</b>	<b>\$93,984.31</b>	<b>\$83,793.09</b>	<b>\$78,428.41</b>	<b>\$81,044.17</b>	<b>\$61,369.90</b>	<b>\$49,096.15</b>
Loan	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance	(24,700.47)	64,404.45	114,108.53	88,242.90	93,984.31	83,793.09	78,428.41	81,044.17	61,369.90	49,096.15
<b>Total Liabilities and Fund Balance</b>	<b>\$39,299.53</b>	<b>\$64,404.45</b>	<b>\$114,108.53</b>	<b>\$88,242.90</b>	<b>\$93,984.31</b>	<b>\$83,793.09</b>	<b>\$78,428.41</b>	<b>\$81,044.17</b>	<b>\$61,369.90</b>	<b>\$49,096.15</b>

**Profit and Loss and Fund Balance**

										Month to Date 12/01/14 to 12/31/14	Year to Date 07/01/14 to 12/31/14	Budget Year to Date 07/01/14 to 06/30/15
Donations Received	\$2,279.86	\$61,955.87	\$75,879.74	\$65,374.91	\$75,220.56	\$68,968.77	\$79,847.97	\$69,861.49	\$65,089.28	\$5,683.13	\$10,787.87	\$55,000.00
Grant Income			35,000.00	34,800.00			11,000.00	10,000.00	20,000.00		10,000.00	25,000.00
Interest Income				175.56	359.26	216.24	72.81	19.63	10.78	0.98	5.42	25.00
Donations Loan Forgiven		64,000.00										
Other					66.00	84.25	6.00	103.00				
<b>Total Income</b>	<b>2,279.86</b>	<b>125,955.87</b>	<b>110,879.74</b>	<b>100,350.47</b>	<b>75,645.82</b>	<b>69,269.26</b>	<b>90,926.78</b>	<b>79,984.12</b>	<b>85,100.06</b>	<b>5,684.11</b>	<b>20,793.29</b>	<b>80,025.00</b>
Professional Services	18,027.80	24,000.00				5,902.05	10,050.00	4,150.00	3,400.00		3,145.00	10,000.00
Fundraiser Expenses		9,654.62	17,916.67	13,130.92	13,971.00	12,151.15	17,010.91	14,959.90	15,942.31	228.15	278.15	16,900.00
Postage	1,592.76			460.00	296.79	537.20	190.00	190.00				200.00
Printing	4,324.07	1,301.87	317.31	2,777.75	1,852.29	2,982.18	638.29	152.67	438.50		92.97	1,000.00
Supplies	2,704.44	1,719.46	227.90	1,850.35	1,547.33	1,375.51	385.04	1,051.25	1,129.12	25.75	163.40	400.00
Membership dues and fees	49.20	175.00	1,307.19	718.14	1,739.04	2,118.28	2,577.52	2,596.54	3,496.53	274.30	824.52	2,500.00
Insurance			1,700.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,500.00	1,500.00	1,700.00
Telephone	274.56		514.59	658.18	588.89	36.42						
Grant Donations			39,015.00	103,407.91	47,431.81	52,200.00	63,565.00	51,990.00	77,594.00	4,000.00	27,063.00	44,000.00
Taxes & Licenses			132.00	56.00	104.00	104.00	103.00	103.00	103.00			150.00
Travel & Meetings			45.00		30.20		171.70					1,000.00
Other	7.50			1,556.85	743.06	453.69		575.00	1,070.87			1,100.00
<b>Total Expenses</b>	<b>26,980.33</b>	<b>36,850.95</b>	<b>61,175.66</b>	<b>126,216.10</b>	<b>69,904.41</b>	<b>79,460.48</b>	<b>96,291.46</b>	<b>77,368.36</b>	<b>104,774.33</b>	<b>6,028.20</b>	<b>33,067.04</b>	<b>78,950.00</b>
Profit (Loss)	(24,700.47)	89,104.92	49,704.08	(25,865.63)	5,741.41	(10,191.22)	(5,364.68)	2,615.76	(19,674.27)	(344.09)	(12,273.75)	1,075.00
Net Change for year	(24,700.47)	89,104.92	49,704.08	(25,865.63)	5,741.41	(10,191.22)	(5,364.68)	2,615.76	(19,674.27)	(344.09)	(12,273.75)	1,075.00
Beginning Fund Balance	0.00	(24,700.47)	64,404.45	114,108.53	88,242.90	93,984.31	83,793.09	78,428.41	81,044.17	49,440.24	61,369.90	61,369.90
Ending Fund Balance	(\$24,700.47)	\$64,404.45	\$114,108.53	\$88,242.90	\$93,984.31	\$83,793.09	\$78,428.41	\$81,044.17	\$61,369.90	\$49,096.15	\$49,096.15	\$62,444.90

STRATEGIC PLANNING – ESD FOUNDATION

OPTIONS	FOCUS	BOARD FOCUS	STAFFING NEEDS	ACTIVITIES	NOTES
<p>#1 Status quo</p>	<p><u>Fundraising &amp; Granting</u></p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Actively recruit at least 4 members</li> <li>• <b>Fundraising:</b> Actively secure support for auctions</li> <li>• <b>Meeting Frequency:</b> Monthly</li> <li>• <b>Suggested Contribution:</b> \$1,000 (personally or via solicitation)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> 10-20 hrs./week</li> <li>• <b>Consultant:</b> Up to 400 hrs./ year</li> </ul>	<ul style="list-style-type: none"> <li>• Auction</li> <li>• Mini-Grant Program</li> <li>• Needs Identification</li> <li>• Grant Seeking/Writing Based on Needs Identification</li> <li>• Pledge/Donation Management</li> <li>• Annual Direct Appeal</li> <li>• Board Management</li> </ul>	<p>Unsustainable:</p> <ul style="list-style-type: none"> <li>• Too dependent on a single event.</li> <li>• Live auctions are extremely labor intensive method of raising money.</li> </ul>
<p>#2 Online Auction Retain Grant Program</p>	<p><u>Fundraising &amp; Granting</u></p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Actively recruit at least 4 members</li> <li>• <b>Fundraising:</b> Actively secure support for <u>online</u> auction (sponsors could have “banner ads” on auction web site)</li> <li>• <b>Meeting Frequency:</b> Quarterly</li> <li>• <b>Suggested Contribution:</b> \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> 10-20 hrs./week</li> <li>• <b>Consultant:</b> Up to 400 hrs./ year</li> </ul> <p>Some reduction in hours - no physical auction to manage and no corporate/table sponsor development work.</p>	<ul style="list-style-type: none"> <li>• <u>Online</u> Auction</li> <li>• Mini-Grant Program</li> <li>• Needs Identification</li> <li>• Grant Seeking/Writing Based on Needs Identification Pledges/Donations</li> <li>• Annual Direct Appeal</li> <li>• Board Management</li> </ul>	<ul style="list-style-type: none"> <li>• Natural and logical transition for 2013-2014.</li> <li>• Less \$ available for mini-grants.</li> </ul>
<p>#3 No Auction Retain Grant Program in Revised Format</p>	<p><u>Fundraising &amp; Granting</u></p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> TBD</li> <li>• <b>Fundraising:</b> TBD</li> <li>• <b>Meeting Frequency:</b> Quarterly</li> <li>• <b>Suggested Contribution:</b> \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> 5 hrs./week</li> <li>• <b>Consultant:</b> Up to 200 hrs./year</li> </ul> <p>Even more reduction in staff time with no auction.</p>	<ul style="list-style-type: none"> <li>• Development work to fund grants</li> <li>• Manage:               <ul style="list-style-type: none"> <li>○ Grant Program</li> <li>○ Pledges/Donations</li> <li>○ Board</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Board-dependent</li> </ul>

OPTIONS	FOCUS	BOARD FOCUS	STAFFING NEEDS	ACTIVITIES	NOTES
<p>#4</p> <p>Online Auction No Grant Program</p>	<p><u>Fundraising and Grant Writing Based on RFPs</u></p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Less emphasis/smaller Board</li> <li>• <b>Fundraising:</b> Online only. Actively secure support for an annual online auction (sponsor “banner ads”)</li> <li>• <b>Meeting Frequency:</b> Quarterly</li> <li>• <b>Suggested Contribution:</b> \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> 10-20 hrs./week</li> <li>• <b>Consultant:</b> Up to 400 hrs. year</li> </ul> <p>Slight reduction in hours with no auction, however time spent on new grant RFP process and grant writing are TBD.</p>	<ul style="list-style-type: none"> <li>• <u>Online Auction</u></li> <li>• Grant RFP Process</li> <li>• Seek and Write Grants</li> <li>• Award Grants Based on RFPs</li> <li>• Pledges/Donations</li> <li>• Annual Direct Appeal</li> <li>• Board Management</li> </ul>	<ul style="list-style-type: none"> <li>• Transitions away from “one grant per district” philosophy, which allows for stronger, more mission-driven awards.</li> <li>• Devotes staff time to funding high-impact needs via new RFP process, research, and grant writing.</li> <li>• Benefit to budget: Timing of auction and grant awards could be adjusted so they occur in same fiscal year.</li> </ul>
<p>#5</p> <p>No Auction No Grant Program</p>	<p><u>Grant Writing Based on RFPs</u> (ESD and Districts)</p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Less emphasis/Smaller Board</li> <li>• <b>Fundraising:</b> No event</li> <li>• <b>Meeting Frequency:</b> Quarterly</li> <li>• <b>Suggested Contribution:</b> \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director :</b> Less time</li> <li>• <b>Consultant:</b> TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Grant RFP Process</li> <li>• Seek and Write Grants</li> <li>• Award Grants Based on RFPs</li> <li>• Pledges/Donations</li> <li>• Annual Direct Appeal</li> <li>• Board Management</li> </ul>	<ul style="list-style-type: none"> <li>• Possible phase-in for 2014-15 after evaluation of 2013-14.</li> </ul>
<p>#6</p> <p>No Auction No Grant Program</p>	<p><u>Grant Writing Based on Identified Needs</u></p>	<ul style="list-style-type: none"> <li>• <b>Recruitment:</b> Less emphasis/Smaller Board</li> <li>• <b>Fundraising Event:</b> No event</li> <li>• <b>Meeting Frequency:</b> Quarterly</li> <li>• <b>Suggested Contribution:</b> \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> <u>Much</u> less time</li> <li>• <b>Consultant:</b> TBD</li> </ul>	<ul style="list-style-type: none"> <li>• Seek and Write Grants for Playgrounds and Outdoor School.</li> <li>• Pledges/Donations</li> <li>• Annual Direct Appeal</li> <li>• Board Management</li> </ul>	<ul style="list-style-type: none"> <li>• This is a move away from direct district involvement (however, any children served through ESD <u>ARE</u> district kids, so GAPS is still serving districts).</li> </ul>
<p>#7</p> <p>Dissolve Foundation</p>		<ul style="list-style-type: none"> <li>• <b>Officers responsible for dissolution</b></li> <li>• <b>Board responsibilities end at a determined date</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Director:</b> Responsibilities end at a determined date</li> <li>• <b>Consultant:</b> None</li> </ul>	<ul style="list-style-type: none"> <li>• Manage mini-grant program</li> </ul>	<p>Premature</p>