



Team FI Education Foundation
March 16, 2024
12:00 – 1:30 PM

Meeting Agenda

1. **Call to Order** Shawn Callaway, President
2. **Review and Possible Action on Previous Month Minutes** Ryan Smith, Secretary
3. **President's Report Callaway, President**
 - Discussion & Possible Action – VP of Development
 - Discussion of Future Merger with Other Nonprofit
4. **Superintendent of Schools Report** Dr. Kenny Border, Superintendent
 - Report on Attendance Incentives & Enrollment Numbers
 - Update on Deficit Budget
 - Teacher Retention Initiatives
5. **Committee Discussion**
 - Finance & Governance** Tracy Phelps, VP - F & G
 - Discussion and Possible Action on Prior Month Financial Statement
 - Discussion and Possible Action on Money Market Account
 - Other Committee Action or Business
 - Development Committee** Suzi Pagel, VP - Development
 - Monthly Review of Top 10 Donors & New Leads
 - Overview of Annual Campaign and Progress
 - Discussion of Kick-off Reception
 - Report on Lead Gifts and Silent Phase
 - Other Committee Action or Business
 - Marketing & Events** Nikki Hyles, VP - Marketing & Events
 - Distribute & Review Marketing Collateral
 - Discuss Media Attention and Publicity Received
 - Discuss Website Views & Statistics, Social Media
 - Discuss Back to School & Convocation Plans
 - Discuss September WampasCat Palooza
 - Other Committee Action or Business
 - Program Committee** Dawn Parnell, VP - Programs
 - Finalize Teacher Appreciation Week (May 6-10)
 - Overview of Grant Workshop, Fall Timeline and Prize Posse
 - Discuss Fall Teacher Retention Initiatives
 - Other Committee Action or Business
6. **Unfinished Business**
 - a. Action on Removal of Directors: Taylor, Jones
 - b. Action on 2024-2025 Budget
7. **New Business**
8. **Adjourn**



**Team FI Education Foundation
MEETING MINUTES**

February 10, 2024 / Meeting called to order by Chad Edwards

In Attendance

Chad Edwards, Greg Edwards, Travis McCullough, Kristen Bagwell, Allison Sematus, Jerry Hunkapillar, Joe Tison, Jenny Evans, Barbara Rothrock, Diana French, DeShaun Edwards,) Kathy Borda, Gloria G. Barron, Dr. Edie Martin, Shawn Callaway,

Not present: Jerri Aaron, Lynnette Wolfe, Danielle Clark, Molly McCullough, , J.C. Davenport

Superintendent's Report

Dr. Kenny Border

- Dr. Martin said the enrollment number will be the same – 1100.
- August 1st , 2024 is convocation followed by a talent show by the teachers.
- Math teacher still needed
- “THRIVE IN 25” will be the motivational phrase this year.

Executive Director's Report

Shawn Callaway

- Shawn discussed the success of MEF depends on how we tell the story..
- Education Foundation information can be found in the Vault.

President's Report

Chad Edwards

- Chad suggested having “The Donut Guy” at Convocation to kick off the day. 7:15-8:30.
- Chad said Molly McCullough is no longer the VP of Development – will need someone to take that role.
- Need for development calendar – Chad will ask JC Davenport.

Administration

Gloria G. Barron

- DeShaun Edwards researched Website domain.
 - MillsapEF.org
 - MillsapEF.com
- A motion was made by Kristen Bagwell to purchase both domains.
- Diana French seconded the motion. Vote was unanimous yes. Motion passed.
- DeShaun Edwards will also create a Facebook.
- Chad asked for a motion to pay for name tages and table cloths.
- Kristen Bagwell made a motion to pay for name tags and table cloths.
- Dr. Hunkapillar seconded the motion to pay for name tags and table cloths. Vote was unanimous yes.
- Motion passed.

Finance & Governance

Greg Edwards

- Greg Edwards gave the Finance and Governance updates.
- Current balance for MEF - \$12,000.

Team Group Work

Team Leads

- **Events-**
 - August 1st Convocation – MEF will make a quick speech about the mission and vision.
 - Chad Edwards, Joe Tison, Travis McCullough and Gloria will attend and speak.
 - Teacher recognition – Give away 10(ten) - \$100 gift cards with Wheel of Fortune.
 - “Meet the teachers night” August 5th - MEF table Diana French and DeShaun Edwards will attend and inform community about MEF.
 - Hoot’n Nanny – Second week in November – Fall Festival
 - Movie Night
 - Float in Homecoming Parade
 - Meet the Bulldog
- **Programs Committee**
 - DeShaun Edwards – Grant Applications will open in October 2024 and Deliver in January 2025. Apply January 2025 and deliver March 2025
 - Teacher of the Year – May 2025
- **Development –**
 - Major Donor Letters to be mailed to entire District
 - Review Top Donor Levels
- **Marketing**
 - Postcards sponsored by MEF to brag possible cost \$1500.00
 - P.A. Announcer – ***Champions on the field and Champions in the classroom.***
 - New Video Board to be installed next week.
 - Next meeting members bring 3-5 names to ask for donations.
- **Strategic Partner Updates**
 - No updates at this meeting.

Meeting adjourned at 7:27pm

Next Meeting: Wednesday, August 14, 2024

Acknowledged:

Gloria.G. Barron

Gloria G. Barron, Secretary



Team FI Education Foundation
March 3, 2024
5:00 – 5:30 PM

Finance & Governance Committee Meeting Agenda & Notes

1. **Call to Order** Tracy Phelps, VP – Finance & Governance
Present: Wanda McDougal, Justin Little, Sally Flanagan, Bill Bates, Jerry Jones
Absent: Brian Matthews, Todd Unger
2. **Discussion and Possible Action on February Financial Statement**
 - Financials approved
 - Discussion about YTD giving and revenue
 - Discussion regarding no Silent Auction and loss of \$40,000 at Gala
3. **Discussion and Possible Action on Money Market Account**
 - Changing Banks provides higher net return on Money Market
 - First Bank is not a current Investor, Share with Development Committee
4. **Other Committee Action or Business**
 - Discussion of Audit Firms for Fall and when to send out RFP
 - Discussion of Insurance and RFP for October 2024

This sample may not be duplicated without prior approval.

Management Report

Ultimate Education Foundation

For the period ended August 31, 2023

Prepared on

April 26, 2024

For management use only

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Profit and Loss

September 2022 - August 2023

	Total
INCOME	
Fundraising Income	
Acheiving Excellence Fund Campaign	
Acheiving Excellence Fund Campaign Income	9,831.51
Acheiving Excellence Fund Campaign Expenses	-360.03
Total Acheiving Excellence Fund Campaign	9,471.48
Annual Event #1	
Annual Event #1 Expenses	-856.25
Annual Event #1 Income	-7,000.00
Total Annual Event #1	-7,856.25
Annual Event #2	
Annual Event #2 Expenses	-1,381.51
Annual Event #2 Income	2,500.00
Total Annual Event #2	1,118.49
Annual Event #3	
Annual Event #3 Expenses	-17,053.16
Annual Event #3 Income	32,925.00
Annual Event #3 Salaries Expenses	-750.48
Total Annual Event #3	15,121.36
Annual Event #4	
Annual Event #4 Expenses	-276.25
Annual Event #4 Income	2,250.00
Total Annual Event #4	1,973.75
Sponsorships	1,500.00
Total Fundraising Income	21,328.83
Ultimate Fund	23,938.79
Interest Income	237.05
Restricted Gifts	80.00
UISD Grants	12,035.23
UEF Sponsorships	14,050.00
Dual Credit Scholarships	3,000.00
Employee Crisis Fund	4,560.00
Senior Signs	-1,988.56
Teacher Appreciation	1,029.19
Total Restricted Gifts	32,765.86
Unapplied Cash Payment Income	240.00
Uncategorized Income	3,000.00
Unrestricted Gifts	48,356.10
Total Income	129,866.63
GROSS PROFIT	129,866.63
EXPENSES	
Advertising	720.00

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	Total
Bank Charges	1,661.19
Business Development Meals	82.68
Charitable Contributions	
UHS Robotics Program	2,200.00
UISD Faculty Appreciation	10,725.62
UISD Grants	137,885.84
UISD In-kind Expense	1,651.55
UEF Sponsoships	405.52
Dual Credit Scholarships	3,084.00
Employee Crisis Fund	2,270.60
Fast Cash Grants	12,458.45
Right To Play	5,162.23
Total Charitable Contributions	175,843.81
Conferences, Seminars, and Meetings	3,061.21
Dues & Subscriptions	5,131.37
Legal & Professional Fees	8,258.48
Marketing	2,418.42
Office Supplies	1,066.77
Payroll Expenses	
Contra Salaries/Payroll Tax Expenses	-8,469.05
Payroll Taxes	10,339.60
Processing Fees	672.18
Salaries Expense	143,834.91
Total Payroll Expenses	146,377.64
Public Relations	799.48
Rent	1,270.97
Total Expenses	346,692.02
NET OPERATING INCOME	-216,825.39
OTHER EXPENSES	
Board Development	3,347.01
Total Other Expenses	3,347.01
NET OTHER INCOME	-3,347.01
NET INCOME	\$ -220,172.40

Balance Sheet

As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
First National Bank	4,373.35
Pay Pal (deleted)	-301.10
PayPal Bank	1,888.29
Plains Capital Bank Grant Account	0.00
UISD Grants	8,991.00
PSAT Testing UISD	9,571.00
Musical	2,500.00
Sponsoships	12,300.00
College Companion Fund	1,947.00
Dual Credit Scholarships	3,108.00
Employee Crisis	1,013.64
Fund Fund the Future	4,813.24
Journalism at UISD	1,000.00
Total Plains Capital Bank Grant Account	45,243.88
Plains Capital Bank Operating Account	171,838.81
Total Bank Accounts	223,043.23
Other Current Assets	
Deferred Expenses - Annual Event #1	1,515.48
Deferred Expenses - Annual Event #2	32,752.07
Prepaid Expenses	7,750.00
Total Other Current Assets	42,017.55
Total Current Assets	265,060.78
Fixed Assets	
Accumulated Depreciation	-1,378.74
Furniture and Equipment	1,378.74
Total Fixed Assets	0.00
TOTAL ASSETS	\$265,060.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income - Annual Event #1	129,260.00
Deferred Income - Annual Event #2	2,000.00
Total Other Current Liabilities	131,260.00
Total Current Liabilities	131,260.00
Total Liabilities	131,260.00
Equity	
Retained Earnings	46,549.39

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	Total
Temporarily Restricted	189,346.00
Unrestricted	118,077.79
Net Income	-220,172.40
Total Equity	133,800.78
TOTAL LIABILITIES AND EQUITY	\$265,060.78



Team FI Education Foundation
February 23, 2024
10:00 – 11:00 AM

Development Committee Meeting Agenda & Notes

Development Committee

Suzi Pagel, VP - Development

- Call to Order
 - Present: Mary Johnson, Beth Jones, Tom Smith
 - Absent: George Lewis (3)

- Monthly Review of Top 10 Donors
 - American Bank - \$34,000
 - Employee Giving - \$28,000
 - Black Chevrolet - \$27,540
 - Bob Jones Family \$25,000
 - Waste Management \$14,000
 - Sarah Thomas Family \$10,390
 - Atmos Energy \$10,000
 - City of Dry Gulch \$8,900
 - Johnson Chiropractic \$7,500
 - Pagel Family Trust \$7,250
 - \$172,580

- New Leads
 - Texas Bank
 - Bill Watkins
 - Tim Bruster

- Overview of Annual Campaign and Progress
 - Discussion of Kick-off Reception
 - September 30 @ 5:00pm
 - Country Club

 - Report on Lead Gifts and Silent Phase
 - Smith Ford - \$20,000
 - John & Jane Justin - \$50,000

- Other Committee Action or Business

Team F1SD EDUCATION FOUNDATION 2024-2025 WORKING ACTION PLAN						
Goal Area 1: Foundation Staffing - To develop and empower a sustainable, diverse, and skilled staff dedicated to our foundations mission	WHO	WILL DO WHAT	BY WHEN	EVALUATION MEASURE	BUDGET RESOURCES	✓
OBJECTIVE: Provide ongoing training and development opportunities						
Strategy: Develop training & development baseline	Admin	Establish onboarding standards Train ED on Standard	6/30/25	Standards Exist ED Trained One Cycle Completed	Training budget (\$200-\$400)	
Strategy: Create training budget annually	Finance	Establish review of standard personal development goals Build into existing budget	6/30/24	Budget exists Complete one budget cycle		
OBJECTIVE: Create and implement staffing plan						
Strategy: Operational & financial role analysis	Finance/President	External analysis on compensation Review staff budget Establish head count plan	6/30/25	Obtain budget Employee evaluation		
Strategy: Development and goal planning for staff	ED & Chair	Establish development plan format Establish annual goals planning Cascade to all staff and review Define responsibilities of the foundation staff	6/30/25	Plans exist Conduct regular cadence review		
Strategy: Role & responsibility structure for foundation staff	Admin	Establish roles that cover the responsibilities Create annual review of needs	6/30/25	Responsibility chart Role descriptions S.O.W. for review	Admin Time	
OBJECTIVE: Create a supportive and inclusive work environment						
Strategy: Create culture profiles & principles	Marketing & Communications	Create core values	1/23/1/24	Written culture document		
Strategy: Time management guidelines	Admin		10/31/24			
Strategy: Quarterly staff outing	ED	Create calendar	7/1/24	Calendar set Plan in place	\$500	
Goal Area 2: Board Recruitment - To build a leadership team around board values and diverse skills	WHO	WILL DO WHAT	BY WHEN	EVALUATION MEASURE		✓
OBJECTIVE: Implement a continuous skills assessment and diversity audit of the board						
Strategy: Develop a skills inventory and mapping tool	Admin & Communications	Create tool Implement tool	June 2024 Retreat, 2024, then annually	Increased diversity of skills	0	
Strategy: Conduct regular diversity audits	Admin & Communications	Create survey Implement survey	Retreat, 2024 Retreat, 202 then annually	Increased diversity of the board	0	
OBJECTIVE: Establish a continuous recruitment and retention process						
Strategy: Review and update foundation bylaws to allow for the nominating committee to be a standing committee	Admin & Communication	Review bylaws and propose changes for board for approval Outline clear expectations Create regular feedback opportunities Include self assessment actionable improvement plans and recognition of success	Annual meeting in June June, then annually August 2024, then ongoing January 2025, then annually	Approved bylaw changes	0	
Strategy: Establish a formal performance evaluation system	Admin & Communications			Chairs & committees Meeting their goals	0	

Strategy: Leverage community networks & partnerships	Nomination Committee	Create a tool to continuously track candidates Create and implement process approved in bylaw	October 2024, then ongoing	Have a full board by June 2026	0	
Strategy: Implement ongoing training & development plan	Admin & Communications, President & ED	Disc assessment Brainstorm and implement ideas	Retreat 2024 October 2024, then ongoing	Post-training survey in majority satisfaction		
OBJECTIVE: Create opportunities to enhance relationship building						
Strategy: Create structured onboarding & mentorship for new board members	Admin & Communications	Review current onboarding & update Create new board member mentors	May 2024 June 2024, then ongoing	New board member survey results		
Strategy: Full board attendance at TEFN Conference	Admin, Communications, President, and ED	Track attendance & work with ED on plans for the event	4/1/25 Summer 2024, then quarterly	2/3 board attends the conference	Revisit after #s from this year are in	0
Strategy: Quarterly learn building events	Presidents & ED	Brainstorm & plan		Post-training survey in majority satisfaction	Yeas, depending on events	
Goal Area 3: Giving - Grow our giving by 300%; build sustainable giving through a diversity of chances by 300% by 2029						
OBJECTIVE: Planned giving & endowments	WHO	WILL DO WHAT	BY WHEN	EVALUATION MEASURE		✓
Strategy: Increase planned giving	Development Chair Oversees Planned Giving Lead	Develop planned giving program Build network of financial planners Create income streams, real estate, non-traditional gifts, crypto, life insurance, DAFs, wills, trusts	Program in FY 2025 10 financial planners by 2026 Streams by 2029	Grow to 15% total income by 2029	\$2500/year + 5% increase	
Strategy: Increase endowments	Development Chair oversee Endowment Lead	Grow grants for teachers Scholarships for Seniors Expand program operations Steward donor program		Expand program and operations by 2026 5 new endowments each year by 2029	\$3,500 + 5% increase	
OBJECTIVE: Corporate/Foundations						
Strategy: Businesses/Sponsors, grants	Development Chair	Recruit faith-based sponsors and foundations Grow list of donors	Fall of 2024 End of fiscal 24/25 school year	Growth of 25% of prior year Increase by 25% by 2029	\$2,500 first year 3% thereafter	
Strategy: Sponsors	Development Chair	Build network of sponsors				
Strategy: Scholarships/Grants	Development Chair	Market scholarship opportunities to seniors Equate teachers on grants/writups	Spring of each school year	Increase amount of scholarship money raised to seniors by 5% each school year	\$3,000	
OBJECTIVE: Community						
Strategy: Individual/employee contribution	Development Chair Annual Campaign Committee Gala Campaign Committee Employee Contribution	Plan and execute an annual community giving campaign Execute gala Plan and execute employee cont. campaign	Execute Fall Execute Spring Execute Fall	Grow 25% each year of the 5 years Grow 25% each year of the 5 years Grow 20% each year of the 5 years	\$8,000 year one +20% increase thereafter 3% increase each year \$8,000 year one + 20% increase thereafter	
Strategy: Alumni/Current Students	Development Chair Alumni Committee Junior Board	Develop alumni list Develop Jr. alumni board Update website Develop stewardship campaign Lunch and Learns Happy hours	End of 2024 fiscal school year	Create base Alumni Membershi of 5% of graduated students Build an active Jr. board by 2029	\$25,000 a year + 3% increase \$2,500 first year increased by 5% each following year	
Strategy: Groups	Development Chair Recruiting Committee	Recruit grandparents/parents, CEOs, colleges, medical professionals	End of 24/25 school year	Increase by 25% by 2029		
Goal Area 4: Programming - To foster a dynamic learning environment & investing in the future of our students, we build programs to engage & celebrate the Team F.I.S.D. community	WHO	WILL DO WHAT	BY WHEN	EVALUATION MEASURE		✓
OBJECTIVE: Brainstorm ongoing gaps with programs & funding						
Strategy: Conduct assessments on current programs	Programs Chair	Review & assess current programs	Spring 2025	Assessment sheet for program		

Strategy: ISD cooperation & conjunctive support	Programs Chair	Work with PTAs & ISD community committees for cooperation on activities	Spring 2025	List activities & potential actions/directions able to be taken within activities		
Goal Area 5: Volunteers - To recruit and retain volunteers that will support the Foundation (staff and board) and its mission; that are dedicated and committed to the Foundations objectives	WHO	WILL DO WHAT	BY WHEN	EVALUATION MEASURE		✓
OBJECTIVE: Create opportunities for volunteers to contribute personal skills/expertise						
Strategy: Planning meeting with VP's to determine need/skillset of volunteers	Volunteer Committee Chair/VP	Determine allocation of volunteers	Summer planning	Database set up complete		
Strategy: Assign volunteers under committee chairs based off skillset/request	Volunteer Committee	Evaluate survey and assign volunteers to program	Summer planning	Every program has the requested # of volunteers		
Strategy: Develop a survey/google form for volunteers to determine passion/skillset	Volunteer Committee	Survey/form is created	Summer	100% completion by volunteers		
OBJECTIVE: Develop recruitment campaigns & volunteer management strategies						
Strategy: Reach out to clubs, organizations, parents, and local schools	Volunteer Sub Committee Chair	Educate about Foundation/mision Actively seek volunteers Be visible in the organizations schools, etc.	All year	# of volunteers recruited		
Strategy: Annual performance review of volunteers	Executive Board	Re-allocate area/expertise Invite/promote Let go	April 1 and annually thereafter	100% of committee chair participation		
OBJECTIVE: Develop communication/training/recognition programs for volunteers						
Strategy: Create volunteer database for communication and retention	Staff/Admin	Create database with contact info and preferred area(s) of expertise Come up with a program to train Training meeting(s) for volunteers with guidelines	End of July	Completed (ongoing) database Competent volunteers and successful event/programs		
Strategy: Program specific training development	Each Committee Chair		30 days prior to event prog			
Strategy: Thank you notes and annual volunteer breakfast/luncheon	Volunteer Committee Chair/Committee Chairs	Send thank you notes post-events Plan/execute luncheon for all volunteers	30 days post event End of April/Early May	Volunteers feel appreciated	\$1,000	



Team FI Education Foundation
March 10, 2024
2:00 – 2:30 PM

Marketing & Events Committee Meeting Agenda & Notes

Marketing & Events

Nikki Hyles, VP - Marketing & Events

- Call to Order
- Present:
- Absent:

- Distribute & Review Marketing Collateral

- Discuss Media Attention and Publicity Received

- Discuss Website Views & Statistics, Social Media

- Discuss Back to School & Convocation Plans

- Discuss September WampasCat Palooza

- Other Committee Action or Business



Team FI Education Foundation
March 3, 2024
5:00 – 5:30 PM

Programs Committee Meeting Agenda & Notes

Program Committee

Dawn Parnell, VP - Programs

- Call to Order
- Present: Sally Struthers, Wanda Jones, Hillary Clinton, Minnie Mouse
- Absent:

- Finalize Teacher Appreciation Week (May 6-10)
- Items to giveaway

- Overview of Grant Workshop, Fall Timeline and Prize Posse

- Discuss Fall Teacher Retention Initiatives

- Other Committee Action or Business