

# Ellensburg School District Education Foundation

Board Planning Retreat Minutes • Saturday, August 5, 2023 • 8:00 a.m.  
Morgan Middle School

Present in-person: Mike, Dick, Mary, Michelle, Maureen

Present vis Zoom: None

Excused Absence: None

Guests: None

Event: Friday, February 9, 2024

KVEC Teanaway Room

**Bill Stovall Scholarship:** Following discussion Mike will tweak the application language and send out the revised application to the board and to Bill. The scholarship applications will be reviewed (and an awardee chosen) by a committee of former ESD educators and Bill.

**Updated brochure:** Change language to “over \$100,000 awarded to date.” Mary will order 500.

## 2023 Event recap:

Pros: Layout (block leg of screen), video, games (make cornhole single elimination, find smaller/softer balls for the football toss). Game ticket prices good (\$1 each, sold in bundles).

Cons: Service slow, catered appetizers missed, disposable plates and cutlery affects experience.

Mary noted the price of all incidentals are increasing. With Pasta Co. (including their discount) per meal price is \$28-\$30 per person, plus tax and gratuity. 110 paid attendees + 40 volunteers = 150 meals.

## 2024 plan:

- Fundraising goal: \$30,000
- Ticket price: \$55 including one drink ticket (online includes Event Brite surcharge)
- Timeline:
  - 5:30 doors open
  - 6:00 program begins
  - 6:45 close silent auction
  - 7:00 dinner is served
  - 7:30-7:45 program
  - 8:30 end
- More serving tables
- Encourage BoE members; encourage school admin to buy tickets for their staff
- Michelle suggested each school donate baskets to the auction
- Sponsorships
  - \$10,000 goal
  - Due October 27, 2023
  - Levels: 250, 500, 750, 1000
  - All members encouraged to secure at least one sponsorship

- Dick will send out 2023 list of sponsors; Michelle suggested approaching Astria
- Put sponsor logos on wall behind cashiers and/or floor decals for wine walk
- Designate with balloons on tables and nametags
- Include drink tickets in envelope
- Volunteers:
  - Mike will contact CWU professor
  - All are asked to work on recruitment
- Equipment:
  - Projector: Rufus Tech (Mary will reserve)
  - Screen: CWU (Maureen will reserve)
  - Sound: Entertainment Plus (Maureen will reserve; \$200 last year)
  - Stage: not needed
- Program:
  - Video
  - 5 minutes for Troy to share his vision as interim superintendent
  - Mike will MC, including trivia during meal service
- Games: Mike will head up and may add a few new ones (poker? Spin the wheel? Circus games?)
- Invitations:
  - Will be mailed (often results in donations)
  - Mike will update mailing list
- Food/bar:
  - Maureen will get bid from Smokey's BBQ
  - Pasta Co. or 301 will do bar
- Decorations:
  - Lacey will do again
  - Include table tents with mission and 2023 accomplishments

#### **Important dates:**

- 9/12: Mary will distribute silent auction forms at next meeting
- 10/3: Board meeting
- 10/27: Sponsorship deadline
- 11/7: Board meeting
- 12/5: Board meeting
- 1/2/24: Stuff envelopes
- 2/2/23: deadline for auction solicitation (in order for Mary to create bid forms; items can be brought to event)
- 2/9: Event

#### **Other:**

- Red Apple Awards
  - Dick will create a list of new recipients and will look into the option of adding a leaf for previous recipients.
  - Mary suggested ordering one for Rufus Tech for their donation of time and equipment.
- Combined Fund Drive
  - More information at [give.wa.gov](http://give.wa.gov). Mike will investigate.

- Logo wear
  - Mary will investigate pricing on a variety of ESDEF logo wear: logo on upper chest, white and light blue backgrounds. We may order some with “volunteer” on the back for event helpers.
- Facebook page: add information highlighting projects, including QR codes to the website and to combined fund information.

The meeting adjourned at 10:45 a.m. Next meeting is on September 12<sup>th</sup> in Michelle’s office.

Respectfully submitted,  
Maureen Rust, secretary