

Minutes of the Rochester Education Foundation January 12th 2009

Meeting opened with President Mike McNicholas. Members present were Michelle Tjelmeland, Bev Chapman, Sue Tucker, Susan Pennington, Dr. Tom Bertrand, Tim Rottinghaus and Misty Hannah.

The meeting began with the Event Outline. We decided on the "Rocket Roundup" theme. The event will be adults only. The "whip guy" is on hold. We will discuss that at the next meeting.

Bev would like to stuff envelopes and mail invitations.

Susan is sending a Save the Date to all teachers via email. We will also do Save the Date fliers in conjunction with the emails.

Michelle will email REF logo to Susan to put on the website for the event.

All checks for tickets will go to Michelle. She will email Sue as they come in so that Sue can keep track of those.

A banner for Rt 29 advertising our event was discussed. Bev will check on prices for a 3'x8' banner.

We discussed the need for a formal RSVP. We need a way to track guest count. This discussion was tabled until February's meeting.

Sue Tucker submitted Sheril Flynn's requisition for the computer lab for the K-6th grade. All received a copy and can review to discuss at our next meeting.

Old business:

After review of old minutes taken, the check amount decided on for the High School Media Center was in fact \$7,500.

Contact needs to be made with the company that donated the Smart Board last year as it was never received.

Next meeting will be February 9th with a 7pm start time.

Respectfully submitted,

Misty Hannah, Secretary