

# Westwood Community School Foundation

foundation@wcsdrebel.com

712-428-3355, ext 851

## Agenda – Sunday, September 18, 2022 at 7:00 p.m.

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**Board:** ☒ Mitch Stouil, ☒ Becky Pike, ☐ Sheli Goodin, ☒ Sara Oehm,  
☒ Troy Yanak, ☐ Jill Freese, ☐ Ann Lee

**Westwood CSD Board Members:** ☐ Andy Brouillette, ☐ Elliott Johnson

**Westwood CSD Administration:** ☒ Jay Lutt, ☒ Matt Drees

**Westwood CSD Staff:** \_\_\_\_\_

1. **Call to Order** – Mitch @ 7:00
2. **Open Forum**
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3. **Minutes** (June minutes)  
Additions or Corrections:  
**Motion** to approve minutes: Jay  
**Second:** Becky  
**Disposition:** approved ☒; not approved ☐
4. **Treasurer's Report:**
  - Refer to Treasurer's Report
    - i. Westwood Community School Foundation Account
      1. Total Balance: \$49,665.32
      2. Spendable Balance: \$22,517.21
    - ii. Westwood Community School Foundation Special Purpose Account
      1. Total Balance: \$9,791.21
      2. Spendable Balance: \$7,090.02
    - iii. Solid & Wattenberg Account
      1. Total Balance: \$39,517.41
      2. Spendable Balance: \$1,000
  - Follow up regarding account purposes
    - i. Westwood Community School Foundation Account
      1. This is what the Siouxland Foundation considers the endowment fund, and it is permanently restricted.
      2. The intent/investment objective of this account is long-term sustainability and funds are invested into the market.
      3. Fee for this account is 1.25% annually or 0.3125% quarterly based on balance.
      4. All donations that are received and are not specifically instructed to go to the special purpose fund will be deposited into this account to allow the donor to qualify for the Endow Iowa tax credit.
      5. Annually, 5% of the balance in this account will be transferred from fund income and become available for spending.
      6. Scholarships come out of this account.

- ii. Westwood Community School Foundation Special Purpose Account
  1. Money generated from fundraisers will be deposited into this account.
  2. This account is used for teacher grants and other spending. The entire balance is spendable.
  3. Money in this account is invested in money market accounts.
  4. Fee for this account is 2% of dollars coming into the account.
- **Motion** to approve Treasurer's Report: Becky
- **Second:** Troy
- **Disposition:** approved   x  ; not approved

5. **Business Topics:**

- **Daddy Daughter Dance**

- i. Pictures – Line up Lisa or Nate Castillo? Would like to book sooner rather than later
  1. Correlating dance with prom again this year, Jay and Matt confirm use of main gym for event.
  2. Both Lisa and Nate emailed Mitch with each of their fees:
    - a. Lisa: No sitting fee, each participant can purchase desired photos online
    - b. Nate: \$500 to cover event, which includes set up and tear down
    - c. After discussion, decision was made to pursue Nate. Mitch will email Nate to confirm date and fees.
  3. Ticket prices for dance: \$20/couple, \$10 per additional child

- **Siouxland Big Give project ideas**

- i. Mitch share ideas from event he attended
  1. Increase Facebook traffic with likes
    - a. Jay sending out DoJo to increase traffic to page
    - b. Upload videos and posts to Facebook page. Mitch is asking Sheli if she would like to do this again.
- ii. Event is October 4, and Southern Hills Hyvee from 4-4:30. Becky Pike and Ann Lee will be representing foundation at event.
- iii. Jay mentioned using funds raised to purchase Gaga pit for playground, roughly \$2000-\$3000.
- iv. Jay will be sending a picture and size information to post on webpage to promote.

- **Mini grants received to date**

- i. Issues or changes to be made?
  1. Continue with process as it and Sheli can request reimbursement up to \$100 as she receives requests.
- ii. Have new staff been made aware of this opportunity?
  1. Jay confirms he has informed new staff.
- iii. Does new staff know of annual grant application?
  1. If no, make sure they are aware so they can think about it during the school year
  2. Jay confirms he has informed new staff of this as well.
- iv. Sheli reports two new grand requests this quarter:

1. Glori Hall for \$100 to Target, Walmart, and Lakeshore. Receipts for \$120.05
2. Tom Gerking for \$80.21 to Hobby Lobby

6. **Next Meeting:** January 8, 2023 @ 7:00 pm in library

7. **Adjournment** – Troy made a motion to adjourn, seconded by Becky. Motion approved. The meeting adjourned at 7:30 pm.