



Meeting Minutes

Monday, April 27 – 6:00 PM

CEF Office: 9749 Duncan Lake Ave SE, Door 8

Members In Attendance:

Laura Witvoet – President
Rachael Fountain – Vice President
Jessica Webster-Huizen- Treasurer (Absent)
Crystal Saidoo – Secretary
Executive Director – Melissa Manning
Denise Blunk- Operations Director

Board Trustees: Marcia Collins, Katie Doan (Absent), John Finkbeiner, Cara Flegel, Marcy Torres

Advisory Board: Cheryl Davis

CCS Administration Liaison: Sara DeVries (Absent)

Guests: Nick Tuori

Call to Order 6:04 PM– Laura

Welcome/Introductions – Laura

- Welcome guest Nick Tuori, CHS Alum, working Attorney & new dad
 - Considering joining the board?

Reports:

- **District Report – Sara (Absent)**
 - No Report
 - Per Crystal, Sara emailed they have a CCS Board workshop tonight. Please reach out to her if she can help with anything!

- **Secretary's Report – Crystal**

- Motion to approve [March Meeting Minutes](#) as presented
 - Cara moved to approve March Minutes. Marcia 2nd. All in Favor: Approved.

- **Treasurer Report – Jessica (Absent)**

- In Jessica's absence Denise reviewed:
 - [Working Budget](#)
 - Nothing big coming in
 - Scholarships being gifted out soon
 - Expenses will start coming out for Calapalooza soon
 - Sponsorship funds are also coming in
 - Crystal noted: March to Impact numbers are not shown on the budget but there is a line item
 - Denise confirmed funds brought in from that campaign were included in the General line. The goal was \$5,000 and we did not reach that.
 - We need to decide if that campaign will be continued in the future.
 - Crystal recommended the line item be taken off or the funds should be broken out so they are shown on the line item
 - John moved to approve the working budget as presented. Cara 2nd. All in Favor: Approved.

Committee Reports:

- **Executive – Melissa**

- Melissa thank you to Denise for her help thus far!
 - The amount of knowledge you have about the Foundation is so beneficial
- Additionally, she also thanked the board for the warm welcome and information each has provided in her first few weeks as Executive Director
- Let's honor the past, and build our tomorrow!

- Melissa has visited all schools, met all admin assistants and some administrators.
 - Took the temp of the buildings and made connections.
 - It was wonderful to see so many smiling faces!
- Melissa is working hard on sponsorships for Calapalooza & connecting with community partners
- Melissa is also working to set up a regular meeting cadence with the Exec Board, Calapalooza, Marketing, etc., to effectively manage all aspects of the role.
- She is very honored and thankful for the opportunity to be a part of the Cal Ed Foundation

- **Alumni - Marcia**

- Alumni Committee Meeting took place earlier today
 - Brainstormed ideas of things we can do
 - Main Goal this year is to build the Alumni database
 - Melissa is looking into how to keep track of people once we have them in the database (when they move etc. so maintain up to date information)
 - Participate in onsite for events already happening with:
 - HS Seniors
 - Engage with them each year through one or more of their many planned events
 - This will allow us to capture information before they even leave Caledonia
 - Reunions
 - Work with the district to help spread the word about the events
 - Staff and/or Committee members on site at start of these events to make connections and encourage signing up for the Alumni Database
 - Other Ideas
 - Create an Alumni Newsletter?
 - Host Coffee get-togethers?
 - Work toward an Alumni Event (2027??) Impact Tour | time with Calapalooza/Homecoming

- **Events – Rachael**

- **CALAPALOOZA**

- 38 Cal 100 members so far
 - Please sign up if you haven't done so already
 - Share with your friends and family
 - Our stage will be different this year!
 - GAMEDAY Sponsor, Veurink's RV & Marine are providing a boat for us to use as the stage
 - Hope to bring a Nautical Theme throughout the event
 - Kylee Haywood will be MC this year along with ??
 - Food trucks are all confirmed again this year
 - The committee is continuing to work on securing sponsorships
 - Please let us know if you have anyone in mind who might be a good fit for this
 - Melissa will share the sponsorship spreadsheet with the Board, outlining the committee's current and planned contacts.
 - Booth Space is still available as well – 1st come 1st serve
 - Once confirmed, sponsors pick booth location on the map

- **Finance – Jessica (Absent)**

- No report for Finance Committee

- **Grants – Cara**

- **Laura:** The Grants Committee is reviewing the Grant process and Applications
 - For instance, we are looking at the timing of submissions for the Large Grants
 - Are there better times during the school year than November and April for Large Grant Submissions?
 - Considering teacher workload etc.
 - Are there any questions or comments about Grants?
 - Cheryl noted that what the committee is doing with the presentations to the board each month have been very helpful
 - Additionally she thinks that having a committee member go back to the applicant if a grant is not approved and explain why, and explain what to do to come back to get approved is very helpful as well

- **Cara:** [April 2026 Grant Slate](#) | [Grant Summaries for the Board – April 2026](#) | [2026 Grant Submissions Chart](#)
 - Crystal moved to approve all grants recommended for approval by the Grants committee. John 2nd. All in Favor: Approved.
- **Denise:** Board Members Invited:
 - Prize Patrol! Help Award approved April Large Grants
 - This Wednesday, April 29
 - 9-11am – Meet @ the CEF Office
 - Observe Music Therapy Session
 - Grant Recipient Melanie Heffner | Paris Ridge welcomes you to see a Grant in Action
 - Wednesday, May 6 from 1:30-2pm
 - Let Melissa and Denise know if you are able to attend

- **Marketing – Crystal**

- March to Impact Campaign
 - Goal – \$5,000; brought in around \$500
 - Giving Tuesday was low on donation amount as well
 - Do we want to continue with these campaigns?
 - Essentially “no cost” to do
- Met with Melissa
 - Discussed Marketing Plan for remainder of 2026
 - Marketing Calendar
 - Provided her access to CEF Facebook, Instagram & LinkedIn
 - Foundation Page for School Newsletters to begin fall 2026
 - CEF Happenings
 - Grants Awarded/Impact
- Website Update: New Page – [Meetings & Minutes](#)
 - Added under the About CEF section
 - Minutes will be added once approved
- Committee Chairs – please reach out if you have something you want promoted so we can coordinate it with other things we sharing
- Socials – Facebook/Insta/LinkedIn
 - Reminder: Please Share and/or engage with posts

New/Current/Old Business: Laura/Melissa

- May 1st – [Open House – Welcome Melissa](#)
 - 4-6pm at the Foundation Office
 - We are expecting about 50 people, hope to see all of the Board there!
- CEF Board Retreat
 - Melissa thinks this would be a fantastic idea to follow through with. Wants it to be meaningful and impactful
 - Will be held sometime after Calapalooza
 - Survey will go out to determine availability
 - Would love for everyone to fully participate!
- Board Recruitment
 - [Board Application](#)
 - Grow our board with purposeful representation
 - Nick, we would love for you to apply
- Upcoming Events:
 - [2026 Meeting Dates](#)
 - Dates for the remainder of the 2026 calendar year will be provided at our next meeting

Cara Motion to Adjourn – John 2nd

7:13 pm Meeting Adjourned – Laura

Next Meetings:

Meeting invites with the Google Meet option will be sent out.

Please respond so we know when you might be absent or can join in person (preferred) or virtually.

Monday, May 18 @ 6:00 pm
[3rd Monday]

Monday, June 22 @ 6:00 pm