



Meeting Minutes

Monday, February 23, 2026 – 6:00 PM

CEF Office: 9749 Duncan Lake Ave SE, Door 8

Members In Attendance:

Jim Crawley– President
Laura Witvoet– Vice President
Jessica Webster–Huizen– Treasurer (absent)
Crystal Saidoo – Secretary
Executive Director – Open Position
Denise Blunk– Operations Director

Board Trustees: Marcia Collins, Katie Doan, Cara Flegel (absent), John Finkbeiner

Advisory Board: Cheryl Davis (absent)

CCS Administration Liaison: Sara DeVries (absent)

Guest: Rachael Fountain (Voted in as Board Trustee during meeting)

Welcome/Call to Order 6:03 pm – Jim

District Admin Report – Sara

- N/A

Secretary Report – Crystal

- Motion to approve [January 2026 Minutes](#) – John motioned – 2nd Marcia – All in favor

Treasurer Report – Denise/Jim

- [Working Budget](#)
 - Available in the CEF Google shared drive.
- [January Financials](#)

New/Current/Old Business: Jim

- Rachael Fountain, CALAPALOOZA Committee Chair, turned in an application to serve as a Board Trustee in 2025. Need to bring the application to an official vote – Crystal motioned – 2nd Laura – All in favor
 - **Welcome Rachael Fountain as our newest Board Trustee! We are thrilled to have her officially join the CEF Board and look forward to the experience, perspective and enthusiasm she brings to our mission.**

Committee Reports:

● Board – Laura

- Presented outgoing President, Jim Crawley with a card, and CEF Brick to come in his honor. Jim announced to the Board he would be stepping down via email on Friday, February 20, 2026.
 - **Jim, thank you for your leadership and service as President of CEF. Your willingness to step into the role and give of your time has truly been appreciated.**
 - There will also be a Brick to come in honor of Mallory, for her year of service as Executive Director. Laura will drop off a card & flowers and let her know about the brick when Mallory is back from vacation.

● Executive – Jim/Laura

- Executive Director Position Update – The job posting is no longer posted on Indeed. The Executive Committee has narrowed the 32 applicants down to 8 that will be doing a screening interview with them & Denise – times available Thurs., Fri., or next Mon.
 - From there the selection will be narrowed to 3–5 people to have a 2nd interview with the Hiring Committee. The full board will see resumes for each of these candidates as well
- Raise for Operational Director
 - The Executive Committee proposed a plan for 2026, effective January 1, 2026
 - PART I:
 - Rate per hour w/5% raise \$29.40
 - 2 weeks hours 30
 - Bi-Weekly Check \$882.00
 - Yearly Stipend \$22,932.00

- Part 2:
 - Proposed Back pay from August 2025 (Roughly \$420)
- Discussion of the Board took place.
 - Denise stated that she believed she was deserving of an 8% raise and provided her reasoning to the Board. She requested that the Board take this into consideration prior to the vote.
 - Crystal provided numbers for an 8% increase:
 - Rate per hour w/8% raise \$30.24
 - 2 weeks hours 30
 - Bi-Weekly Check \$907.20
 - Yearly Stipend \$23,587.20
 - Difference between 5% & 8% increase:
 - \$655.20 annually/\$25.20 per Bi-Weekly Pay Check
- The Board also discussed transitioning compensation from an hourly rate structure to an annual stipend model. The intent is to provide clearer expectations around role scope and compensation consistency as the hours worked in both positions vary at various parts of the year.
- Additionally, the Board discussed implementing formal position contracts that outline specific responsibilities and expectations, including pay (yearly Stipend) for both the Executive Director and Operational Director Role. These contracts would be signed by the individual & Board President and reviewed annually to ensure alignment with organizational needs.
- John moved to approve
 - Part 1: 8% pay increase for Operations Director, effective date of January 1, 2026
 - Part 2: A retroactive adjustment August 1, 2025 – December 31, 2025 reflecting an 8% pay increase. Jessica to determine the exact amount.
 - Voted on paper – Each person signed their ballot – All in favor – Part 1 & 2 approved

- **Alumni – Marcia**

- We are saddened by the passing of former Caledonia graduate, CEF Honored Alum, and School Board member Dave Clark. His dedication to Caledonia and its students made a lasting impact. For those wishing to honor his memory, the family has included the Caledonia Education Foundation (CEF) as a memorial donation option, supporting programs that continue his legacy. Our thoughts are with his family and loved ones.
- Memorial Offering envelopes have been prepared for Dave's service for those who wish to honor his memory through a gift to the Caledonia Education Foundation.
 - These envelopes will also be available for future services should families choose to designate CEF as a memorial donation option in honor of a loved one.

- **Events – Laura/Rachael**

- **Women, Wine & Wisdom:** Final numbers are not yet in; however we are expecting to net about \$16,000 from the event. Sponsorship opportunities were a great addition!
 - It was a fun evening with a fantastic volunteer committee that helped bring it all to life. Lots of extra details put into the event this year!
- **CALAPALOOZA:** Our first committee meeting is scheduled for next week. We have 4 new committee members joining the entire group from last year. Rachael and Crystal will be meeting soon to discuss marketing plans.
 - The event will be Friday, October 9, 2026! We think the game will be against EK, so there may be an opportunity to market to them to enjoy the festivities as well.

- **Finance – Jessica**

- No Report

- **Grants – Denise**

- None submitted for February

- **Marketing - Crystal**

- Updates made to website:
 - Homepage, Events, Support CEF, About CEF, New! CAL Alumni pages, Search
 - Mission Statements/Tag Lines are now matched across the site (I think!) let me know if you spot one that I missed
 - Need to work with Denise on Grants & Scholarships pages.
 - There are some forms and links that need updates as well. Will connect with Denise on those after the meeting.
 - Please take a look - let me know if you notice anything else that needs updating/changed
- Socials - Facebook/Insta/Linkedin
 - Working to create the same look/feel across all platforms (cover photos, tag lines etc.) as well as link to each other
 - Mallory will finish out with posts through the end of February, March 1 Crystal will handle those until the new Executive Director is hired and plan is put in place

Additional New/Current/Old Business: Jim

- Caledonia Living Magazine has agreed to do a feature story on CEF, likely sometime over the summer. More details to come!
- Upcoming Events:
 - [2026 Meeting Dates](#)

6:56 pm Meeting Adjourned - Jim

**Next Meeting:
Monday, March 23 @ 6:00 pm**