

Steilacoom Historical Education Foundation  
Minutes for September 12, 2011  
Steilacoom High School Library

President Linda Evanson called the meeting to order at 6:36 PM.

**Members present** –John Anderson, Becky Morris, Trish Lewis, Linda Evanson, Teri Litt, Drew Peters and Jasmine Greer.

**Members absent** –Sharon Westman and Maria Fletter

**Minutes** - Trish – Teri moved and John seconded a motion to approve the August 8<sup>th</sup> minutes. MPU.

**Financial Report** –John presented members with a handout draft of the 2012 budget. John wants to put the car show up-front expenses into the budget for next year. He estimated about \$5,900 for those expenses. There was no financial report hand-out of the checking, savings or endowment accounts. John is still in the process of setting up the accounts to keep scholarship money separate. Scholarship checks were written after a CD (\$15,000) was cashed in at ACU. Trish asked if there was a final report on our car show for 2011. John said he hopes to have the car show account itemized by next month once he has the car show account set up.

**Promise Scholarship** – No report.

**Dollars for Scholars** – Teri reported that the Dollars for Scholars workshop for Chapter Net training will be October 22 at Bellevue College. The cost is \$70 for two chapter members to participate. The focus will be on building a chapter website, contacting donors and filling in on-line reports. There is information available at the Dollars for Scholars website.

**Scholarships** –Linda reported on the different things that came up prior to mailing scholarship checks this year. Some students were late with thank you notes and form returns. Students going to UW gave wrong address information for submitting checks to UW on their behalf. Linda had thought all paperwork would have been completed by the last week of July. All scholarship checks were mailed by August 28 to correct college addresses. Linda wrote all scholarship donors a thank you note.

#### **Unfinished Business**

**Student Reps for 2011-2012** –Linda passed out copies of “Criteria for SHEF student representatives” and asked the board to make any other suggestions. She has the names given by Drew and Jasmine and will talk to the Leadership class teacher about any other students who would be available to serve on the board.

**Website Update** – Teri has sent an informational article about the car show, the June minutes, and the photos taken at the last meeting to Dar to post on the website.

**Volunteer hours** – Trish will relay the information to Samantha Deaton.

#### **New Business**

**Apple Squeeze** –Trish has reserved a booth space for SHEF. John agreed to be there early to set up the booth. Members will do the following time shifts: 10 AM – 12: Trish and Becky; 12 PM – 2: Teri; 2 PM – 4: Linda. We will ask Sharon and Maria if they can assist.

**Distinguished Alumnus Award** –John offered to email Teri his copy of the application as Sharon had sent a paper copy of the 2009 application.

**Planning the calendar for 2011-2012** –Linda went over the meeting dates for the board for this year’s calendar. We will meet the second Monday with the exception of December when our meeting will be **December 5**. Meeting dates are: October 10, November 14, December 5, January 9, February 13, March 12, April 9 and May 14.

**Training for Dollars for Scholars Chapter Portal Program** –Teri had prepared a Website Overview and Chapter Portal Preview hand-out for board members so that we could use the computers and explore resources available for chapters. Linda and Becky registered for the October 22 Dollars for Scholars Workshop at Bellevue College. Members checked out some of the Dollars for Scholars highlights and Teri provided information on how members can register from their own home computers. Members will explore further at home and think about how a SHEF website would function using the Chapter Net model.

**Next Meeting** –Monday, October 10, 2011 at the Steilacoom High School library.

**Adjournment**

The meeting adjourned at 7:28 PM.

Respectfully submitted,

Trish Lewis, secretary