



EnrichED

Caledonia Community Schools

Meeting Minutes

Date: February 17, 2016 | **Location:** Caledonia Administration

Times: 9:00-11:00 am

Attendees

Kelly Clark
Beth McLean
Stephanie Pearson

Minutes

Call to Order - 9:07 am

This is the first Organizational Meeting for Caledonia EnrichED.

Item #1 - Approval of Minutes

- **There was a unanimous approval of the January 7, 2016 minutes.**

Item #2 - Articles of Incorporation

- **The Articles of Incorporation had been submitted and received by the IRS on 12/16/15. The board accepted these Articles of Incorporation.**

Item #3 - ByLaws

- **The final draft of the EnrichED Bylaws was presented. A vote was taken and all were in agreement to adopt these Bylaws. A copy of these Bylaws were given to Randy Rodriguez (Caledonia Community Schools Superintendent).**

Item #4 - Executive Board

- **Nominations were submitted from the floor to elect the following members into the following positions:**
 - **President - Stephanie Pearson**
 - **Treasurer - Beth McLean**
 - **Secretary - Kelly Clark**
- **All nominations were voted on and unanimously approved.**

Item #5 - Review of EZ 1023 (501c3 submission)

- **Beth reviewed the EZ 1023 form with the board. The board voted and gave Beth permission to file the EZ 1023 form and apply for 501c3 non profit status. The cost for this is \$400. Beth will pay for this and be reimbursed.**
- **The three year plan was presented by Beth. This document outlined the intent of Caledonia Enriched and what it would do over the next three years. This needs to be submitted with the EZ 1023 application. (see attachment).**

Item #6 - File to Solicit Funds

- **Beth mentioned that in the State of Michigan we need to file the Initial Solicitation Form. Stephanie agreed to file this form on the behalf of EnrichED.**

Item #7 - Donation Letter for EnrichED.

- **It was decided we need to create a donation letter than can be used to solicit donations for Caledonia EnrichED. This can be given to businesses to allow our group to ask for donations. Kelly will work to get this letter drafted.**

Item #8 - Bank

- **It was decided that EnrichED needs to set up a Bank account. Chemical Bank in Caledonia was agreed upon to follow what Caledonia Community Schools already uses. Beth volunteered to get this set up with all three Executive Board members names on the account.**

Item #9 - Robotics Sub Committee

- **Sponsor Document**
 - **The sponsor sheet for Robotics needs to be updated to not**

have Caledonia Resource Center on it. The website also needs to be updated and the name changed to Heather Chapp. She has agreed to help gather donations for the Robotics program. Kelly will update this document.

- The Robotics group would like to purchase EZC Software to be able to run the VEX Robots. The cost for this is \$295 for 10 seats and was approved by the board. Beth will purchase this software and submit a receipt for reimbursement.
- The Robotics group would like to donate \$400 to EnrichED to pay for the 501c3 application. It is in the best interest of the Robotics group to be considered non profit to be able to apply for future grants.

Adjournment

- Stephanie Pearson adjourned the meeting at 10:58 am

Minutes Submitted by: Kelly Clark

Action Items

Item Description	Persons Responsible	Timeline	Notes
Set Up Chemical Bank Account	Beth McLean	By March 1	This was taken care of and all three board members on 2/17/16.
Sponsor Document - Update info	Kelly Clark	By March 1	This was taken care of and sent to Board Members and Heather.
File to Solicit Funds	Stephanie Pearson	By April 1	