

Bay Haven Foundation

MEETING MINUTES from August 8, 2011

1. **Meeting Called to Order.** The meeting was called to order by Dr. Tim Kitts.
2. **Attendance.** Most of the officers & members from last year were in attendance, plus a few new people interested in serving. Those in attendance were:

Dr Tim Kitts	Present
Lisa Thompson	Present
Rodney Friend	Present
Vivienne Reilly	Present
Marty Perrett	Present
Chuck Tucker	Present
Avery Adcock	Present
Michelle Kinard	Present
Tiffany Ennis	Present
Percy Thomas	Present
Jerry Brown	Absent
Jennifer Elmore	Absent

3. **Election of Officers & Members at Large.** The following persons were elected to serve during the 2011-2012 school year;

Marty Perrett, President
Vivienne Reilly, Vice President
Avery Adcock, Secretary
Lisa Thompson, Treasurer
Chuck Tucker, Member at Large
Jerry Brown, Member at Large
Rodney Friend, Member at Large
Percy Thomas, Member at Large
Dr. Tim Kitts, CEO
Tiffany Ennis, Board Liaison

4. **Financial Report.** The bank account balance at Prosperity Bank was approximately \$28,000 ... this was the carryover from last year.

5. **Hiring an Administrative Assistant.** It was determined that our fundraising efforts would be significantly enhanced this year if we hired a part-time, contract-labor, administrative data specialist to assist the foundation. Dr. Kitts was asked to write a Statement of Work, to define the tasks required for this position. Dr. Kitts was authorized to interview candidates and hire a suitable person (preferably in-house) for the job. We approved this person one semester at a time, with initial go-ahead given for the Fall Semester only. A \$6000 total funding level was established (~\$3000 per semester).

6. **Commitment Form.** Dr Kitts had prepared a draft form, to be used during Open House activities at each school, which would solicit financial commitments and/or volunteer interest from parents wishing to support the Foundation. This form would be finalized in the next 2 weeks, and ready for the start of school.

7. **Fundraisers.** Last year's fundraisers were discussed, and plans made for this year.
 - a. The biggest fundraiser for last year was the Winter Social; it was a big success and netted us about \$11-12k. Vivienne Reilly volunteered to chair this important effort again. We expressed confidence that she and her committee would be able to repeat last years' experience.

 - b. The next fundraiser discussed was the golf tournament. Apparently David Scholl did a fantastic job as chair of this effort last year, and it raised a strong amount. David was not present, but sent word that his job duties have been expanded (including travel) so he will not be able to chair this event again. But he was open to being on the committee and helping those who would lead this years tourney. Chuck Tucker volunteered to lead this effort, with David as co-chair?.

 - c. The final fundraiser discussed was the fishing tournament. This idea never got off the ground last year. But everyone thought it was still a good idea. Avery Adcock agreed to chair this effort, with Percy Thomas as co-chair.

The tentative timeframe for these 3 big fundraisers was suggested to be:

- i. Winter Social – Jan 2012
- ii. Golf Tourney – Mar 2012
- iii. Fishing Tourney – May 2012

8. **Schedule next Meeting.** The next meeting of the Foundation Board was set for September 8, 2011 at 11:00am in the BHCA conference room.

9. **Meeting Adjourned.** The meeting was adjourned about 8:15pm.