

AWE Committee

AWE Steering Committee

Agenda

1/30/09

9:00 to 10:30 Cellar

Attendees: Joan Canty, Becci Michael, Dennis Gervin, Don Low, Lynn Martin, Brian Greene, Alex Campbell, Vonna Breeze-martin, Brian DeMoss, Doralyn Foletti, Melissa Colon, Anne Cavagnaro, Susan Medeiros, Alicia Kolstad, Karin Rodts, Lisa Marik, John Leamy, Ariella Megory, Narae Jun, Gary Mendenhall, Cindy DuLany, Adrienne Webster

1. Welcome and Introductions: Attendees introduced themselves.

2. AWE Budget Update:

A current year budget by strand was provided for attendees to review. This is the first time that the group has been presented with budget information. Gary explained what the various columns mean. Steering Committee members are asked to review the budget over the next few days and contact Adrienne with any questions/concerns.

ACTION: If any FIG leader has questions, arrange a time to sit with Gary individually to discuss.

ACTION: Gary to review budget file page numbering, change FIG leader on the Administrative Support Strand, D1 to Dennis and Alex. Add fiscal year to header of budget.

3. Review budget procedures:

Adrienne distributed and reviewed the budget procedures which Gary has written out.

ACTION: Adrienne to schedule appointments with each FIG Leader over the next month

ACTION: FIG leaders work with FIGS to develop budget requests for next year.

4. ESL budget change:

Adrienne reported that the budget procedures have been exercised to move \$960 of funds between categories. The movement did not exceed the FIGs total allocation.

5. ESL request for additional funds:

Adrienne reported that the request for additional funds was not needed.

6. Seeds for the Greenhouse:

The participants broke into smaller groups to discuss ideas for AWE work beyond the current activity planning cycle.

ACTION: Melissa Colon and Vonna Breeze-Martin to supply a copy of their notes to Cindy for inclusion in the minutes.

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Melissa's notes and information from the other discussion group are attached to these minutes.

7. 09/10 Planning Calendar/Preparing for next meeting

The February 27th meeting will be the time for the committee to review requests for the next year starting July 1, 2009 through June 30, 2010. The March meeting will be a prioritization process for the 09/10 requested activities. The April meeting will be the time to confirm the proposed budget and verify activities and funds for activities that need to occur from July to August before school begins.

FIG leaders were asked to prepare a proposal for next year's needs for their FIGS to be submitted at the next Steering Committee meeting. Current FIGs and any new FIG will be using the same process to request funds. Forms were distributed but are also available in electronic formats.

Adrienne will schedule meetings with each FIG leader to review this year's budget and support the development of budget requests for next year.

ACTION: FIG leaders and new FIGs bring your requests for funds, activities, and other information for the Steering Committee to review.

ACTION: Send your request to Adrienne for electronic versions of the planning forms, if desired.

Next meeting: February 27 9:00 – 10:30AM Cellar