

**Space Family Education, Inc.  
Board of Director's General Meeting**

**February 21, 2008**

*Safety Report*

**Director & Vice President** (Jay L.)

*Close Calls:* No new close calls were submitted over the past month.

*Accident/Illness Report:* No serious accidents or illnesses to report.

Jay reported that safety violations have been corrected, and new playground equipment has been purchased. Jay is working with NASA JSC regarding landscaping improvements. The landscaping and general sprucing up of the center will be completed prior to March 13, when the Mayor of Houston is planning a visit to see our green technologies.

*Director's Report*

**Staffing**

The search for a new Director continues. Kim S. will send a memo updating the SFEI membership about the current status.

*New Hires:*

None.

*Resignations:*

None.

**Operations**

***FACILITY***

Jay reported that the Center is in good shape and running smoothly.

***SPECIAL EVENTS***

The children had a lot of fun on Mardi Gras and Valentine's Day.

*Rodeo:* The Rodeo Clowns visited the Center on February 20, and the children had a great time petting the bunnies. The Trailriders should be coming through on February 26/27. February 29 is Go Texan Day, and a luncheon is planned for 11:45, with hot dogs, chips, potato salad, baked beans, tea, and a cookie. Please RSVP to your child's teachers by Tuesday, February 26, and remember to wear your Texan duds.

**Spring Party/Bunny:** This event is being planned for March 23.

**Summer Camp Registration:** Registration will begin in mid-March, and flyers will be sent to parents soon. Vanessa P. is planning a fun Summer Camp for this year.

**Vision/hearing testing:** March, exact dates TBD.

For all upcoming events, e-mails with specific information will be distributed.

### ***Committees Report***

#### **Education Curriculum**

No report. The new Director will focus on this effort when hired.

#### **Fundraising Committee**

**Box Tops:** The deadline date for mailing our box tops this year is February 28, and a reminder has been sent to the membership. Gloria C., Vanessa P., and Jennifer M. are working to get the box tops in by the deadline. Here are some ways everyone can help with this effort (pasted from the Box Tops For Education website):

*First, make sure your Box Tops are valid. Fake Box Tops are out there—but unfortunately, they won't help your school. The only place to find Box Tops coupons is on participating General Mills and partnering brands' [products](#). Take a moment to check and be sure your Box Tops are the real thing (and that they haven't expired!) Then don't forget to cut them along the dotted lines and send them to school by the middle of February so your school's Box Tops coordinator will have time to prepare them for shipping to Box Tops headquarters.*

*If you have time, bundle your Box Tops in groups of 50, and place them in a Ziploc® bag. Bundle odd numbers of Box Tops, Super Box Tops and Bonus Certificates separately. If you want to do more, consider asking your school's coordinator if he or she needs help counting and bundling Box Tops for shipping. They're usually happy to get any extra help they can!*

#### **Expansion Committee**

(Currently inactive.)

**Newsletter & Webpage:** Dianna and Wendy W. are working on the newsletter. Thomas A. and Lisa B. are available to make updates to the webpage.

### ***Room Reports***

**Room 9:** Ms. Krch held a Meet and Greet for potential 2008-09 Kindergarten families on February 12. It was well-attended, and new registrations were submitted.

### ***Board Members' Reports***

**Policies and Procedures** (Crystal H.)

None.

**Treasurer** (Macresia A.)

Macresia A. has met with previous SFEI treasurers for familiarization with the budget, financial paperwork, and procedures. The audit is currently on-going.

**Secretary** (Kim S.)

Kim S. reported that Macresia A. has been appointed by the SFEI Board of Directors to the position of Treasurer.

**Vice President** (Jay L.)

None.

**President** (Debbie B.)

None.

**Member Walk-Ons:**

None.

**Future Topics:**

None.

**Attendance:**

***BOD:*** Debbie B., Jay L., Kim S., Crystal H., Macresia A.

***SFEI Staff:*** Dianna R. unable to attend.

***NASA Liaison:*** Susan G. unable to attend.

***Members:*** Tammy G., Liana R.

**The next meeting is scheduled for March 20, 2008,  
Building 111 Conference Room – 11:30 AM - 1:00 PM**