

L.E.A.F Board of Directors  
Minutes of the Meeting  
May 17, 2010  
KDV Conference Room

Members present: Tami DeLand, Joanne Dorsher, David Eickhoff, Debbie Erickson, Don Farleo, Rolf Jacobson, Jill Johnson, Lori Johnson, Pat Krueger, Craig Lietha, Chris Mcelroy, Jim Pehler, Mark Sakry, Joan Vincent, Ken Voss, John Weitz, Pat Welter, Bruce Hentges, Phil Welter

The meeting was called to order by Vice President Rolf Jacobson at 4:45pm.

**Agenda**

There were no changes to the agenda as printed.

**Consent Agenda**

1. Call to Order and Additions to the agenda
2. Approval of minutes of June 21, 2010 Board meeting (attached)
3. Approval of Treasurer's Report (attached)
  - A. **Action Requested:** Approval of bill payments for June & July
4. Executive Director's Activity Report (included below)
5. Ongoing Campaign and Endowment Report for June & July (attached)

Jacobson called attention to the fact that the practice of including the full treasurer's report in the consent agenda has been changed. While the payment of bills will remain there, the report will be a part of the regular agenda to enable more discussion and awareness for board members. Pehler moved and Deland seconded approval of the consent agenda. The motion passed unanimously.

**Discussion/action items**

**1. Treasurer's report**

- Lietha provided a printed report and a review of information for June and July, with explanations of reporting methods used to assure compliance with 990 requirements. This helped to answer questions about categorizing some expenses with income when they are directly/solely related to a specific fundraising activity (as opposed to agency expenses).
- He explained the current assets and liabilities, and called attention to figures to date for the current fiscal year. Once the final figures are in, it will be evident that LEAF has made fiscal progress – in other words, it has been a “good news” year. Several factors have contributed, including a slight improvement in the market that affects the endowment.
- Eickhoff moved and Sakry seconded acceptance of the report. The motion passed unanimously.

## 2. Budget

Lietha presented the board with a budget proposal as developed by the Budget Committee. Printed copies were distributed, including information for the currently ending fiscal year, 2009/2010, and the proposal for 2011/2012.

Lietha began by reviewing 2009/2010. He noted that at this point only eleven months are reported, but that there is very little activity in August, so general trends will not be significantly changed. Highlights included:

- Income from the NOTS was lower than expected primarily because of fewer sponsorships.
- Over all, special events were down from expected marks
- Ticket sales were also down somewhat.
- Public support (donations) was higher than expected – approximately \$900.
- Expenses were below budget.
- Board members were reminded that some record-keeping was affected by the addition of the academic fund.
- It was finally noted that during the fiscal year 2009/2010 LEAF was able to give away more money than projected.

It was also noted that the bottom line shows a difference of \$2,343 between projected and actual – a very small number. It is difficult to get much closer than that.

Consensus was that this does make for a *good news year*.

Lietha then presented the proposed 2011/2012 budget. Highlights that should be noted include:

- The NOTS goal will remain high.
- A revenue goal of \$15,000 for the academic fundraiser has been added. This generated some discussion about the ambitious nature of that, and the planning committee may decide to adjust that before final approval.
- Other goals have been kept in line with last year's levels.
- Expenses have been broken down more this year.
- The PR and Development committees will be given an operating budget.
- \$2500 in academic fund granting will need to be added (inadvertently left off of the printed copied distributed).

Board members are asked to review and consider this budget. They may contact the ED or committee members with questions. The final approval of the 2011/2012 budget will be on the consent agenda at the September meeting.

## 3. Form 990.

Board members were taken through an explanation of the 990 form that is used by organizations like LEAF to report to the IRS. Leitha added that LEAF benefited from advice from a KDV staff colleague who has specific expertise. LEAF filed on deadline, and copies were distributed. Several points were highlighted:

- January 1 through December 31 (Calendar year) figures are used, as the Federal Government requires.
- LEAF is categorized as a public foundations opposed to a private foundation because the largest amount of support comes in from smaller “public” donors rather than from a few larger, major donors.
- If next year’s revenue exceeds \$200,000, as hoped, LEAF will be required to file a more extensive (40 page) return, and the cost will increase from \$900 to \$1800.
- It was noted that 84% of every dollad contributed went to the organization’s purpose. Most similar organizations have a higher percentage in administrative cost.

Pehler moved and Eickhoff seconded acceptance of the report. The motion passed unanimously.

#### **4. Granting Formula**

Hentges shared a copy of the formula used to determine the amount of money available for each granting round. Approximate figures were provided and may be adjusted somewhat for approval on the next consent agenda.

The prospect of granting from the academic fund was discussed. The executive committee has recommended academic fund granting in cycle two only for this second year of existence. Because of the small amount available from this fund, two granting rounds might make its use too limited to have much impact. The group was reminded that spring grants may be applied to the following academic year, so in consideration of curricular planning, spring might even become the larger round for this fund. With more experience, the formula for granting academic enrichment requests may be adjusted.

Sakry proposed and Pehler seconded a motion to offer and promote academic fund grants in cycle two only for the 2010/2011 academic year, stressing a focus on summer and fall programs. Ken Voss offered and amendment that specifies December 31 as the cutoff date for determining the amount that will be available. John Weitz seconded the amendment, which passed. The amended motion passed unanimously.

#### **5. Committee Reports**

##### **PR**

Pat Krueger reported that the first electronic newsletter is now available online. Email blasts can be used to announce and link to that and other information we wish to share with the public – and the board.

The new donor brochure is nearing completion.

The committee is helping to promote special events, including the academic fundraiser, and will be preparing the next annual report in the upcoming weeks.

### **Grant Writing**

Voss reported that a letter of inquiry has been submitted to the Morgan family (Antioc) as part of the effort on behalf of the PAKRAT program. We are thus waiting to see if we will be going on to the next phase.

### **Development**

The new software is up and running – thanks again to Craig Lietha who is now *hosting* the program. Both the executive director and executive assistant have begun training. Carol will be entering data, and the board can look forward to sample reports.

## **6. Executive Director Report**

In addition to the written report, Hentges reviewed several items:

### **Fall Kick-off**

Arrangements are firm for the Fall Kick-off luncheon set for August 17. Don Watkins is the guest speaker, and school board member Jerry VonKorff will be the MC. Table sponsors have contributed \$1350. Board members are encouraged to attend. The cost is \$10. Jim Pehler also reminded members that a check for any larger amount will mean that the difference between that total and the \$10 cost can be a tax deductible contribution. Committee member Tami Deland also asked members to spread out among the tables to serve as hosts.

### **Academic Fundraiser**

Hentges reported that the plans continue to come together. So far the cultural food experience is quite varied – including Asian, Mexican, Somali, Italian and possibly Indian. There will be guest authors, SCSU athletes will be reading, student art and music showcased and the GREAT Theatre company will be performing, among other attractions. We have yet to hear from the Minnesota Vikings Football team. The program will be marketed directly through the schools.

The PAKRAT director will be invited to share information with the board at the September meeting,

### **Maps Golf**

There was a good turnout for the event, and we are anticipating revenue that is similar to last year's amount.

Jacobson adjourned the meeting at 5:27

Respectfully submitted,  
Pat Krueger  
Secretary