

## **LEAF Board of Directors Meeting**

Monday, March 21, 2016

4:45 p.m.

### **KDV**

Members present: Joanne Dorsher (President), Pat Krueger (Vice President), Heidi Everett (Secretary), Bruce Hentges (Executive Director), Tim Beck (Treasurer), Marty Heine, Pat Kruchten, Dave Langerud, Jim Michaud, Joe Mullen, Laura Pfannenstein, Elizabeth Reisinger, Kris Scharenbroich, Andrea Swanberg, Pat Welter.

President Joanne Dorsher called the meeting to order at 4:50.

### **Consent Agenda**

- A. Approval of minutes of February 22 Board meeting as presented.
- B. Approval of Executive Committee Minutes of March 15, 2016 as presented.
- C. Approval of bill payments for February, 2016 as presented.
- D. **Action Requested:** Approval of the Consent Agenda. Moved by Kris Scharenbroich. Second by Jim Michaud. Motion carries.

### **Financial Reports**

- A. Fundraising Report for February 2016
  - Differences in income from February 2015 and 2016 presented and discussed.
- B. Treasurer's Report
  - Profit and Loss Statement
    - Advertising expense line item called out: Invoice for annual appeal printing at Palmer Printing arrived later than usual.
    - NOTS expense figures incomplete at this time.
    - YTD public support compared for FY16, FY15, and FY14
    - 1<sup>st</sup> QTR reports for gains/losses on endowments will not show up on our records until May meeting based on timing of reports/meetings.
  - Balance Sheet
- A. Budget & Finance Committee Minutes and Recommendations
  - Budget: Year to Date
    - The year-to-date budget was presented, along with a comparison to the past two fiscal years.
  - Reconciliation Report
    - Reviewed expenses for 2015 and process for determining shared expenses between academic and activities fund.
    - After taking the total revenue for the academic fund, minus funds that had already been transferred to the CMCF Endowed Funds, minus the academic fund total shared expenses for 2015, the Academic Fund "owes" \$5,657.00 to the Operating Fund.
    - After taking the total revenue for the activities fund, minus funds that had already been transferred to the CMCF Endowed Funds, minus total activities fund total shared expenses for 2015, the Activities Fund "owes" \$22,903 to the Operating Fund.
    - The budget & finance committee recommendation was to keep the record of the funds owed, but because our operating funds currently stand at over \$45,000, to not make a transfer of funds from the CMCF to the Liberty

Operating Fund at this time. *That motion was included with the motion for approval of the Treasurer's Report.*

- **Interesting Note:** Over the past 4 fiscal years, LEAF has provided \$622,895 in grants to District 742 academic, activities, arts and athletic programs! During the same time, we have grown our endowed funds by \$333,172.30! That's an amazing accomplishment for an education foundation and one the LEAF board should be proud of!
- **Action Requested:** Approval of Financial/Treasurer's Report as presented. Moved by Pat Krueger. Second by Joe Mullen. Motion carries.

#### **LEAF Spring Cycle II Academic and Activities Grants Recommendations (Joanne Dorsher)**

- A. Academic Grants Recommendations as presented
- B. Activities Grants Recommendations as presented
- C. **Action Requested:** Approval of Grant Recommendations. Moved by Elizabeth Reisinger. Second by Pat Welter. Motion carries.

#### **LEAF Grants Committee Process Discussion**

- A. Pat Welter, Pat Krueger, Elizabeth Reisinger, Joanne Dorsher, Bruce Hentges will meet to discuss expansion of grants program to provide access to activities for students in need.
- B. Invite Barb Wagner to LEAF meeting to discuss District needs for students on free/reduced lunches to participate in activities.
- C. Marketing LEAF to more teachers/schools strategy will be added to Exec Committee Meeting.

#### **LEAF Administrative Assistant**

- A. Carol Gruba will "retire" April 23 after serving LEAF since the early 2000s.
- B. Recognition for Carol Gruba: She has been diligent, instrumental in database setup and management. She will be missed. Board members will make donations for a gift card to Carol. Donations will be accepted by Bruce until March 28.
- C. Replacement Plan: Bruce reached out to CMCF for resources/connections for potential replacements. Bruce has a potential candidate with non-profit, database management experience.
- D. **Action Requested:** Approval of Funding for New Administrative Assistant Position. Pat Krueger moved to approve \$5,000 budget in conjunction with drafting job expectations/deliverables and drafting/requiring signature on privacy agreement before offering the position. Pat Welter second. Motion carries.

#### **Strategic Plan Update**

- A. Next Steps: Exec Committee was not able to meet with a quorum due to scheduling conflicts with all members, although Bruce met separately with Tim Beck and Joanne Dorsher. Notes of those meetings were shared with the board along with the agenda for today's meeting. Ad-Hoc Committee action plan will be discussed at next Exec Committee.
- B. LEAF Board Self Evaluation report distributed by Pat Krueger.

Move to adjourn at 6:15 by Heidi Everett. Second by Kris Scharenbroich. Motion carries.

#### Upcoming Events

2016 Apollo Golf Tournament: TBD at Wapicada

2016 Tech Golf Tournament: Friday, August 12 at Wapicada