

## **\LEAF Exec Committee Notes**

Thursday, June 28, 2018

LEAF Office

The meeting was called to order by Chair Elizabeth R. at 9:35

**Members Present:** Elizabeth Reisinger, Pat Krueger, Bruce Hentges

### **Financials**

Bruce shared current account information, but June totals are not yet in.

- Fundraising Report for June, 2018
- June Profit & Loss Statement & Balance Sheet
- \$10,000 from Activities Endowment to Operating
- Academic: \$523,043.62 (\$11,420 spring grants)
- Activities: \$823,962.42 (\$10,000 transfer, \$16,334 spring grants, \$21,500 fall grants)
- \$1,347,006.04

Summer revenue is usually slower, but costs remain steady. This will impact reporting, but revenue such as that from Liberty Bank.

### **What's Going On?? Events Updates**

- A. CMCDF Difference Maker Grant App - \$30,000 for Participation Fund  
Bruce submitted a request to fund middle school activity busses.
- B. Summer PAKRAT  
The program is going well – Pat will get some new photos. Charting is being done at each stop.
- C. Gannett/USA Today Grant Competition  
\$4,275 came from the campaign – plus a few others gave directly.
- D. Dancing with the Stars  
\$7,293 was raised for the Homeless fund.
  - An “about leaf” handout was developed for this, but with some refinements could be used in many situations, Bruce and pat will work on something that can be inexpensively copied.
  - It was decided that an email recognition of Randy and his partner Lucille will be created to share with the Realtors Association. They are also being thanked on Facebook.
- E. Liberty Block Party – there was an excellent turnout for the event.  
LEAF had no assignments, and we don't yet know how much we will be receiving
- F. Apollo Golf Tourney – August 3
- G. Tech Golf Tourney – August 10
- H. Adopt a Classroom - August
- I. Learning Renaissance – the first mailing is ready to go.

### **Internal Audit**

This will be taking place between July 19 & 26. LEAF Accounting Policy and Procedures Manual will be reviewed and Tim has created a draft document that will be reviewed by the ad hoc committee set up for the audit. Suggestions and recommendations will potentially be ready by August.

**Web page:**

The PR Committee is meeting to go through the site and will be making design and structure decision/recommendations. 8:00 – 10:00

Grant Process:

- Form Updates  
Edits on the forms are complete so this should be ready to add to the site.
- Plans for Fall workshop and faculty meetings visits are being made so that the grant request procedures can be explained and encouraged.

**Payroll Deduction**

The PR Committee will update the information that is shared with staff. Last year we raised \$320.78 per quarter with 8 staff participating. We hope to grow this as it is more widely publicized.

**Strategic Planning Committee**

Elizabeth is working with Barb Carlson on selection of an appropriate consultant to help with an administrative plan. The goal is not to set a new course, but review what is needed to accomplish goals now in place.

Next Executive Committee Meeting: **Thursday, August 2, 2018** at 10:00 a. m.