

L.E.A.F Board of Directors
Minutes of the Meeting
September 21, 2009
KDV Conference Room

Members present: Tami DeLand, Debbie Erickson, Don Farleo, Gayla Holmgren Hoeller, Rolf Jacobson, Lori Johnson, Pat Krueger, Craig Lietha, John Oxton, Joan Vincent, Bruce Watkins, Don Watkins, John Weitz, Pat Welter, Phil Welter

Executive Director: Bruce Hentges

The meeting was called to order by Pat Krueger (due to the absence of Barclay and Ken) at 4:47 pm.

1. **Consent Agenda:** Krueger explained the use of a new “consent agenda” format in order to more efficiently and effectively deal with agenda items. She also asked for an item to be added to the agenda: Compensation Package for the Executive Director. DeLand moved and Hoeller seconded. Motion carried. It was then moved by Rolf and seconded by D. Watkins that the entire Consent Agenda be approved. Motion carried.

- Note on the Treasurer’s report: In the future, these reports will be sent out on-line. Members are asked to read in advance as only a few paper copies will be made for the meeting.

2. **LEAF Appreciation and Awards Reception:** Hentges explained the background for this event which will be held on December 5, 2009, at Apollo High School to coincide with Apollo’s fall musical. He asked that we approve a \$2000 grant to Apollo’s Drama Department to host and cover the cost of seats for the performance. This is similar to what was done last year at Tech. Vincent moved and Oxton seconded. Motion carried.

3. **Strategic Planning:** Hentges reported that the Executive Committee felt that with the mission expansion and the length of time since the last plan was completed, it was time to update our strategic plan. Hentges then discussed the consultant to be used, date/time, and location of the planning session.

a) Consultant: At the Executive Committee meeting, Bruce Miles was mentioned by President Carrier as a consultant who had done a good job for another agency in which he is involved. Co-incidentally, Bruce Miles had spoken to Bruce Hentges this past summer and had volunteered his time for LEAF if ever needed. The Executive Committee directed Hentges to ask Miles if he would be interested in volunteering his time to work on the strategic plan. Miles agreed and sent the proposal which was e-mailed to all Board members. Hentges asked if we were comfortable with this.

b) Time: Hentges had tentatively set October 19 (our next regularly scheduled meeting) as the date for our meeting. Several options for time frames were presented including 1:00 – 5:00; 4:00 – 8:00.

c) Location: Hentges had attempted to locate the planning at CSB and several other places but could not. He was able to tentatively secure SJU as a location.

There was much discussion of the process, the concern that 4 hours was not sufficient, and the idea that it might be a good idea to have others involved.

Rolf moved and Johnson seconded that we ask Bruce Miles to conduct the planning session on October 19, 2009, at 4:45 – 8:45 pm. Motion carried.

Bruce Hentges will attempt to secure a location (such as the public library) which will save commute time, be cost efficient, and permit food to be served. If anyone has ideas to add to the process which Miles outlined, please send them to Hentges.

4. Committee Report: PR and Marketing: Krueger reported on the extensive work which the committee is doing.

a) Mailing lists are being updated and the brochure completed for the fall fundraising campaign. The target date is October 15th.

b) Plans are in the works for a LEAF Facebook page.

c) Web Site: Farleo showed members the new LEAF web page which is almost ready to go live. There is a home page with multiple additional pages covering almost everything! It is designed so that multiple people can make changes and that back end analytics can be done (how many and who has visited the site).

Members can go to: adcoincdevelopment.com/leaf/ to see the site. Send suggestions to Don.

5. Executive Director's Report: Hentges provided a written copy of his report including an updated Endowment Fundraising Campaign Continuing Report and a Welcome Back Luncheon report.

a) MAPS: The MAPS tournament fundraising gave LEAF \$6600. Bruce asked that, as is customary, we keep \$2000 of this and grant back \$4600 (\$2300 to Tech and \$2300 to Apollo). B. Watkins moved and Hoeller seconded. Motion carried.

b) Hentges pointed out that this year, because of the sponsorships of the Welcome Back Luncheon, we made a profit of \$1415.93 which will be split evenly between our activities and academic fund.

c) Academic Fund: Hentges indicated that the Optimists had given \$5000 to the Academic Fund and we have applied to the Bernick's Fund for \$15000 for the Academic Fund.

6. Executive Session: After a motion presented by Hoeller and seconded by Leitha to move into Executive Session was passed, Krueger presented a recommendation from the Executive Committee regarding compensation for the Executive Director. As presented in a "letter of employment", the Executive Director would be offered the following compensation:

a) Starting annual salary of \$18,000 paid monthly

b) 20 hours per week work schedule

c) Start date: September 1, 2009

d) A bonus potential of \$3000 based on an annual evaluation and achievement of goals and expectation aligned with the strategic plan and goals.

e) Mileage reimbursement of .30/mile not to include LEAF Board or committee meetings.

Hoeller moved and Leitha seconded. Motion carried.

Krueger adjourned the meeting at 6:10 pm.

Respectfully submitted

Pat Welter