

LEAF Board of Directors Meeting

**Monday, October 15, 2018 at Quarryview Education Center in Waite Park
Meeting Minutes**

The meeting was called to order by President Elizabeth Reisinger at 4:50pm.

Members Present: Tim Beck, Peggy Carlson, Abdi Daisane, Cindy Harner, Patrick Kruchten, Pat Krueger, Kathy Lyerly, Jim Michaud, Staza Pany, Elizabeth K. Reisinger, Greta Stark-Kraker, John Wertz, Bruce Hentges. Guest: Bob Feigh

Good News and Thank You's

Bruce shared a letter from The District thanking LEAF for the Participation fund grant in support of student physicals.

Consent Agenda:

- A. Approval of Board of Directors meeting minutes of August 20, 2018
- B. Approval of Executive Committee Minutes of September 2018
- C. Approval of bill payments for September 2018

Peggy C moved and Greta S seconded approval. The motion passed unanimously.

Financial Reports

Bruce reminded members that this complete report is always available electronically.

- A. September Fundraising Reports
Money is coming in for current projects, including Adopt A Classroom and the Learning Renaissance fundraiser. Event proceeds will all be recorded after completion.
- B. 3rd Quarter CMCF LEAF Endowment Reports (Will be available soon)
The endowment total is expected to exceed 1.4 million at the close of this quarter – for the first time.
- C. Treasurer's Report

Tim B noted that no significant expenditures had arisen, but the slight increase in office space rental (for the larger space) has been included. Electronic versions of September Profit and Loss Statement and September Balance Sheet will be available to anyone wishing to review them.

A question was raised – are any of the Adopt A Classroom check among the unclaimed checks that LEAF is dealing with? Bruce explained that they are not, and that all of those donations are handled through the district. Unused money is returned at the end of each year and made available the following year. Tim also reviewed unclaimed check procedures, as required by the State.

Jim M moved and John W seconded approval of the Treasurer's report. The motion passed unanimously.

Allocations Committee Report

Committee Chair Bob Feigh presented the written recommendations of the Fall Cycle Activities Grant round. John W opened the discussion with a motion to approve \$21,940 in requests as recommended by the Committee. Pat Kruchten seconded the motion.

Considering that this round generated some very large (amount – exceeded \$60,000) requests, Bob F. congratulated the committee on their approach to these challenging proposals. It was also noted that several requests straddled the Activities/Academic fund line - once again. There was discussion of a need for a fall round for academic based requests, to help alleviate this, and it was agreed that further discussion should be planned for the December meeting.

It was also noted that there are now two contingency funds – as of last spring. Consistent with that, the motion was amended to include moving \$690 to the spring granting round. The motion passed unanimously.

The next meeting of the Grant Committee in March 7, 2019

Contingency Grants Report

Elizabeth R shared information about a request from Talahi for \$500 for Young Scholars trip to Fort Snelling (John Bowden & Ruth Johnson). As is standard practice, the Exec Committee met and considered this and gave approval. The information is routinely shared with the Board.

Bruce then reported that McKinley is also requesting \$550 for this program, to be funded through the Academic Contingency fund.

Peggy C moved and Cindy H seconded approval of that request. The motion passed unanimously.

New Financial Policies and Procedures Manual

Tim provided an update, and briefly walked the Board through the draft of the Financial Policies and Procedures Manual. This will be sent to all members with the request that they review it prior to the next regular Board meeting. The Finance and Exec Committees will also review the document prior to formal implementation.

Tim also noted that the full internal audit report will be “coming soon”.

New Meeting Schedule

Elizabeth R reviewed the new schedule – as follows:

- February – Annual Meeting
- March – 3rd Monday
- May – 3rd Monday
- August – 3rd Monday
- October – 3rd Monday
- December – 3rd Monday

In addition, time was discussed, and by consensus, **4:00pm** was approved as the new starting time.

Web Page Update

Pat Krueger reported that all is about to go live – we are waiting on some forms to be completed.

Grant Process Update

Peggy C and Bruce shared information about the demonstration presented by Foundant – the system for online grant application and review. This will create a fully online process that will be welcomed by applicants and committee members alike. Considering all that is provided, the cost was determined to be quite reasonable.

John W moved Approval of \$1,500 for Foundant Software Purchase. Kathy L seconded the motion. The motion passed unanimously.

Nominations Committee

Pat Krueger reported that up to four new members can be added to the Board, with the recent resignation of two members. A goal is to have a slate ready for approval at our December Board Meeting

Please send suggestions to Pat Krueger or Bruce.

Recent Developments

- A. CMCF “Difference Makers” Grant - \$10,000 for Participation Fund
- B. Bernick’s Foundation LOI
- C. Adopt a Classroom

Learning Renaissance Update

Elizabeth R reminded members that if they are unable to attend, they can purchase tickets and give them to others who will be able to join us. The event is always enjoyable.

Next meeting: Monday, December 17, 2018 – 4:00 p.m. at TBD (likely new Liberty Bank Building)

Upcoming Events

- **LEAF Learning Renaissance: Sunday, November 4 – 5:00-8:00 p.m. – Café Renaissance**
- **LEAF Annual Meeting - Report to the Community & Awards: Monday, February 11 at the St. Cloud Country Club**

The meeting adjourned at 5:50

Respectfully Submitted

Pat Krueger, Secretary