

**LEAF Board of Directors Meeting
Monday December 17, 2018
Liberty Bank**

Meeting Minutes

The meeting was called to order by President Elizabeth Reisinger at 4:07pm.

Members Present: Tim Beck, Peggy Carlson, Abdi Daisane, Dan Edelbrock, Lori Johnson, Patrick Kruchten, Pat Krueger, Kathy Lyerly, Staza Pany, Elizabeth K. Reisinger, Steve Schiller, Bruce Hentges

Good News and Thanks

This is our first meeting at the new Liberty Bank building – a tour was provided by Mark Bragelman. Adopt a Classroom 2018 funds are still coming, but most contributions are in and distributed.

Consent Agenda:

- Approval of Board of Directors meeting minutes of October 15, 2018
- Approval of Executive Committee Minutes of November & December 2018
- Approval of bill payments for October & November 2018

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

*Bruce reminded members to regularly review all financial information and direct questions to him at any time.

Financial Reports

October/November Fundraising Reports

Bruce reviewed the information as shared, calling attention to the contributions for the Immersion Program and Participation Funds.

Overall, fundraising is about even with last year.

Treasurer's Report

November Profit and Loss Statement

Tim reviewed the report as shared. He noted that Learning Renaissance income amounts will change as funds are reclassified.

The year-end report will be ready for approval at the annual meeting, or before, by email vote.

Adjustments regarding the Executive director time allocation will be included.

November Balance Sheet

Tim called attention to the Foundant user fee as a new regular line item.

Two quarters of investment income will be added.

NOTS income (sponsorships) is starting to come in.

It was also noted that transportation costs for the activity bus are not yet included because the District billing is behind.

Reconciliation Report/Shared Expenses Due Operating Account for Jan-July, 2018

Tim shared information – the details are regularly reviewed by the finance committee.

Bruce reminded members that the ratio determines the amount available from each fund for operations, and an accounting is kept, but money is moved only as needed.

*Tim reminded members that he is always willing to answer questions by email – at any time.

Lori J. moved and Dan E. seconded approval of Treasurer's Report. The motion passed unanimously.

LEAF Financial Policies & Procedures Manual

Tim has completed all work and reminded members that the manual is available online. It is intended to document how all LEAF staff, and the Treasurer function as an accounting management team. It has been reviewed and endorsed by the Exec and Finance Committees.

Steve S. moved and Abdi D. seconded approval of the manual. The motion passed unanimously.

*Elizabeth thanked Tim for the many hours of work and expertise. All agreed.

LEAF Internal Audit Final Report

The final report was not available so the matter was tabled by consensus. Approval will be added to a future agenda, or email vote.

FY2019 LEAF Budget

Bruce reviewed the annual budget as shared with all members.

Income notes:

Learning Renaissance income amounts shown are incomplete at this point, but the expectation is that the total revenue will be down, but only slightly, from last year.

The Apollo raffle income is down.

The Immersion Program budget reflects the fact that the District has taken on costs.

Most other budget areas are the same as last year.

Investment income – *we will roll with it.*

Expense notes:

The ED's salary redistribution is included.

Adjustments will be made for late billing from the School District.

Staza P. moved and Kathy L. seconded approval of the budget as presented. The motion passed unanimously.

Nominations Committee Report

Pat K. shared the slate of officer candidates:

President - Elizabeth Reisinger

Vice-President - Peggy Carlson

Treasurer - Tim Beck

Secretary – Pat Krueger

A motion to approve will be made at the annual meeting, and any additional nominations for office can be added to the list by contacting Bruce, Elizabeth or Pat.

There are openings for up to four new board members and nominations are currently open. All should be approved by the annual meeting in February.

One name was offered for immediate consideration: Bruce Mohs, who has served on the board in the past, but "timed out", is eager to resume his commitment to LEAF. He is completing his last term as a District 742 School Board Member as well.

Lori J moved and Steve S. seconded a motion to approve Bruce Mohs for a regular appointment to the LEAF Board, beginning in February 2019. The motion passed unanimously.

LEAF Annual Meeting/Awards and Report to the Community (Bruce Hentges)

The meeting is set for February 11, 2019 from 5:00 – 7:00 p.m. at the St. Cloud Country Club.

Spouses and special guests are welcomed – and encouraged to attend.

The Annual Report will be shared and a short presentation will introduce several award winners. Some award winners have been selected, but suggestions for those who should be recognized for contributions of all kinds to LEAF and the District are always welcome.

Foundant & Website & PR Update

Peggy C. reported that the online program to facilitate grant requests is about ready to go and will be used for the next granting round. School staff will be receiving information about the new program, which is expected to be very well received.

Pat K reported that the updated website is live – thanks to Don F. and Paul Shoemaker. The PR Committee will also be adding an online photo contest to encourage students, staff and families to share images that can be celebrated and used in promoting District 742.

Recent Developments

Bruce reported on several items:

Fall Campaign – donations are coming in

A proposal to create a PAKCAT (Partners And Kids **Counting** Alot Together, a PAKRAT like venture is being put forth along with a \$21,000 Grant Application to RMSFF (announced in April). The New Ventures Committee will be asked to review this, but it is an exciting idea that fits into LEAF's mission and role.

Next meeting: Monday, February 11, 2019 – 5:00 p.m. at St. Cloud Country Club – Annual Meeting

Upcoming Events

- **LEAF Night of the Stars: February 22 & 23, 2019**
- **LEAF Annual Meeting - Report to the Community & Awards:** Monday, February 11 at the St. Cloud Country Club

The meeting adjourned at 5:35

Respectfully Submitted

Pat Krueger, Secretary