

LEAF Board of Directors Meeting Minutes
May 17th, 2021
4:00pm Via Zoom

Members Present: Bruce Hentges, Peggy Carlson, Bruce Mohs, Greta Stark, Diane Moeller, Hani Jacobson, Rob Voshell, Tim Beck, Andrea Preppernau, Steve Schiller and Sara Martini.

1. Meeting was called to order at 4:00 by Bruce Mohs. Bruce Hentges added updates about the Central Minnesota Community Foundation to the agenda.

Greta motioned to approve the consent agenda. Peggy seconded it.

2. Financials:

- Fundraising Report: April was a very good month for fundraising. We received several large donations. \$24,830.90 was raised for endowed funds in April. There was \$2,140.00 in flow through funds. The total funds raised in April was \$26,970.90. Our total assets are \$2,098,236.90 of which \$2,049,473.20 is in the endowed fund.
- April Profit and Loss Sheet: Our events income is limited this year. Tim updated us on our April profit and loss sheet. Our net income for the year so far is \$48,517.82. Our total liabilities and equity listed on our balance sheet are \$2,073,764.70.
- Bruce M. asked if we have a plan to catch up the academic fund to the activities fund. Bruce H. stated that in general the academic fund has been raising more money in recent years than the activities fund, but the \$400,000.00 gift from the Torrey's to the activity fund really gave it a bump.

Andrea motioned to approve the treasurer's report. Diane seconded it.

3. Form 990: Bruce H. shared the data on LEAF's 990 form that will be submitted to the IRS.

- LEAF's total revenue in 2020 was \$635,574.00 (Big difference from last year was the \$400,000.00 gift from the Torrey's)
- Bruce H. explained Article 6 of the form which contains yes/no questions to the IRS including:
 - Do we keep notes on our meetings?
 - Do we have certain policies in place like a conflict of interest form?
- Our board is setting up a policy review committee to review these policies.
- Bruce H. shared a summary of the data of all the 990 forms submitted to the IRS since 2008.
- LEAF's net worth is \$2,022,906.00 which is an increase of \$586,712.00 from 2019 to 2020.
- Bruce H. explained LEAF's efficiency ratio which is the ratio of program expenses to the total expenses. LEAF's efficiency ratio is 83.1% which is very good.
- Our 990 will be on the LEAF website
- Tim Beck will update the graphs that go along with the data.

Bruce H. asked for permission to send 990 form to the IRS pending the approval of the Budget and Finance Committee. Steve made a motion to submit the 990 form to the IRS pending the approval of the Budget and Finance Committee. Andrea seconded the motion.

4. Bloomerang Update: LEAF Donor Management Software:

- Bloomerang has taken our donor database and is uploading it to their platform.
- Lori and Bruce H. will be working with them on how we want our data added to their program and what we would like to do with the data. Lori is heading this project.
- Bloomerang should be operational for LEAF sometime in July.
- Lori and Bruce H. will do a presentation to the board at our August meeting.

5. Central Minnesota Community Foundations: Bruce H. shared that members from the Sartell, Alexandria and LEAF Community Foundations have been meeting once a month for the past three months to share ideas. He talked about Sartell's desire to have the PAKRAT bus run in their district and working towards a partnership with Sartell and possibly Sauk Rapids. Bruce H. also mentioned that Zach from the Initiative Foundation was at the Community Foundation meeting and was interested in helping with a grant to coordinate the PAKRAT bus between districts. He thought there would possibly be funds available for this.

6. PAKRAT/PAKCAT: Sara reported that she received permission from the District 742 Covid Response team this morning to run the PAKRAT book bus this summer. The bus will start running the week of June 14th and run for seven weeks through Aug. 5th with the week of July 5th-9th off because the transportation department is on vacation that week.

- Andrea asked about the number of books written in languages other than English, about the number of books with diverse main characters and the number of decodable readers. Sara answered that the PAKRAT bus is always looking for donations for books or money to purchase books.
- Bruce and Sara shared a brief history of the PAKRAT bus and school year program and discussed the district's role vs LEAF's role in supporting the PAKRAT program.

6. Policy Review – Bruce M. talked about how and why LEAF's policies need to be reviewed.

The policy review committee will look at:

- Financial policies review
- Database review
- Record retention review

Bruce M. stated that four board members expressed interest in being on the policy review committee and asked for other volunteers. Greta volunteered to join the committee. The committee will meet four times over the summer with the first two dates being June 7th and June 21st from 11:30am-1:00pm.

Bruce H. also gave us a reminder that we don't have everyone on the board's Conflict of Interest form back yet.

8. 2020/21 Grant Updates: The fall 2021-22 grant cycle opened on May 1st and will close on Sept. 30th. Peggy will have the grants to the evaluators by Oct. 5th and will close evaluations on Oct. 19th. The grant review board will meet on Oct. 21st and the fall grants will be voted on at the October 25th board meeting.

The spring 2021-22 grant cycle will open on Dec. 1st and close on Feb. 25th. Peggy will have the grants to the evaluators by March 2nd and will close evaluations on March 15th. The grant review board will meet on March 17th and the spring grants will be voted on at the March 21st board meeting.

Peggy shared that she felt the 2020-2021 grant cycle was very successful even though it was very different than any other year. She felt like she made many great connections with staff members who were applying for grants.

Andrea asked if there has ever been discussion about LEAF purchasing something for every student in the district like a t-shirt or other item with the goal of building belonging and unity among our students.

9. Learning Renaissance Committee is meeting and talking about options for our event this fall. The committee is also considering what the fund the need topic should be for this year. Tami Deland is taking that question to the district cabinet for ideas and the committee will make the final decision.

10. Events:

- Apollo Golf Scramble: August 6th - LEAF is creating a team with Bruce H., Bruce M. and Steve stating they would join the team.
- Tech Gold Scramble: August 13th

A suggestion was made for LEAF to create a golf scramble fundraiser for itself. Maybe Apollo alum vs Tech alum?

11. Andrea made a motion to adjourn the meeting. Steve seconded the motion.

Next LEAF Board of Directors Meeting: Monday, August 16th at 4:00pm hopefully in person with a virtual option.

Meeting minutes submitted by Sara Martini