

LEAF Board of Directors Meeting Minutes
Monday, December 13, 2021
4:00 p.m. – CMCF and Zoom Link

Members in attendance: Lori Johnson, Diane Moeller, Hani Jacobson, Bruce Hentges, Bruce Mohs, Tim Beck, Sara Martini, Andrea Preppernau, Greta Stark, Cindy Harner, Aric Putnam.

Meeting was called to order at 4:04 by Bruce Mohs. Diane M. made a motion to accept the agenda. Tim B. seconded the motion. Everyone voted in favor. There were no additions to the agenda.

Good News and Thank You's: Bruce H. shared that Adopt a Classroom funded 162 classrooms amounting to \$39,000.00. LEAF ran in article in the St. Cloud Times this weekend to thank donors. LEAF has raised over \$175,000.00 for grants this fall.

Consent Agenda: (Bruce Mohs)

- A. Approval of Board of Directors meeting minutes as posted on web page for October 25, 2021
- B. Approval of Executive Committee Minutes of November and December -as posted online.
- C. Approval of bill payments for November 2021
- D. **Action Requested:** Approval of the Consent Agenda

Motion made by Lori J. to approve the consent agenda. The motion was seconded by Tim Beck. Everyone voted in favor.

Financial Reports (Tim Beck & BH)

- A. October & November 2021 Fundraising Report (online): Both reports were sent out through email.
- B. Treasurer's Report
 - Profit and Loss Statement - Tim B. walked us through this report. 2020 and 2021 were very comparable in the area of public support. Our fundraising expenses were also very similar. Our professional fees have increased by about \$4,000.00 for Lori's time setting up Bloomerang and some legal fees. The software expenses are more, too, because of the new Bloomerang software. There is an increase in grants given in 2021 over 2020. LEAF has granted \$273,000.00 this year. Our net income is \$55,273.16.
 - Balance Sheet – We have a negative cash balance because there are a lot of outstanding checks. We are transferring \$7,500.00 from our activities and academic funds to cover just in case. Many of the outstanding checks are old checks that haven't been cashed yet.

Motion made by Lori J. to approve the treasurer's report. The motion was seconded by Bruce M. Everyone voted in favor.

2022 LEAF Budget (BH): Bruce H. shared the LEAF budgets back to 2015 for comparison. The proposed budget has been approved by the Budget and Finance committee and the Executive committee. The marching band music legacy fund has been added and budgeted for \$60,000.00. Bruce H. had *a New Ventures* committee of Bruce M., Chad R., Pat K, Janet R., Diane M, and Lori J. approve the addition of the marching band music legacy fund.

Motion made by Diane M. to approve the 2022 LEAF budget including the new marching band music legacy fund. The motion was seconded by Tim B. Everyone voted in favor.

By-Laws Update (BH)

- Update ex-officio membership: Update section 3 in the by-laws to have 5 non-voting members including Tech activities director, Apollo activities director, North activities director, South activities director and LEAF executive director.

Bruce M. made a motion to update section 3 of the by-laws to include the five non-voting members listed above to the LEAF board. Aric P. seconded the motion. Everyone voted in favor.

Learning Renaissance Update (BH)

- Follow up letters sent
- Gift Card Winners: Sandy Neutzling, Paulette & Steve Schwegman, Pat Welter & Patrick Henry, Al Dahlgren, Dave Leapaldt-LGL Architects, Janet & Mike Reagan, Wayne & Jan Brinkman, Chuck & Jannine Provinzino, Don & Jan Watkins, Pat & David Krueger, and Bob & Chris Inkster

LEAF Fall Campaign Update: Bruce H. updated the board that the mailings were delayed because Palmer Printing couldn't get some of the supplies needed. The flyers were sent out this week.

Principles & Practices for Nonprofit Excellence:

- Section 2: Transparency and Accountability
- Section 3: Financial Management

Tim B. walked us through the survey results on the Transparency and Accountability and Financial Management survey that was sent out to the board of directors. All questions got a 4 or 5 which is very positive. All of our LEAF policies are listed on the LEAF webpage. We currently have a misconduct policy, but not a whistleblower policy. This will go to the policy committee because we need to have one as a nonprofit. The threshold for an audit is \$750,000.00 in revenue. Only 4 board members responded to the survey.

Committee to discuss Strategic Plan and Succession Planning: Bruce H.

- **Focus:** Should LEAF go through another Strategic Plan process? What are the succession plans for key LEAF positions, including executive director?
This was discussed at our executive committee meeting. How do we prepare if something happens to a member of the executive committee such as the executive director, grant director or administrative assistant? Bruce will send out an email to the board asking for five members to join a strategic planning committee and a succession planning committee to plan over the winter months. These will be two separate committees.

Committee to discuss LEAF **Events** (BH)

- **Focus:** Review all LEAF events and make a recommendation regarding future LEAF fundraising events.
- Five members needed

LEAF Spring Grant Process: Bruce H. updated that the spring grant round is open and the dates are set for February to review the grants.

Nominations Committee Report: Bruce H. updated that we can add new board members. If you have any suggestions, please email them to Bruce M. or Bruce H. ***All executive committee members have indicated a willingness to continue to serve in their positions next year. If any board members would like to be on the executive committee, let Bruce H. know.*** We would hold an election at the February board meeting.

Executive Session: Bruce H. left the room and Bruce M. carried this item. Bruce H. is asking for an increase in benefits totally \$3,150.00 annually. This would bring the total compensation for the executive director position to \$32,863.82 a year.

A motion was made by Aric P. to approve the increase in the compensation as outlined in the document Bruce Hentges proposed and the executive committee approved. The motion was seconded by Greta. Everyone voted in favor of the motion.

Next meeting:

- Annual Meeting
- Monday, February 28 at 4:00 p.m. Event location will be coming.
- Awards and review of 2021

Motion to adjourn was made by Diane M. and seconded by Tim B. Everyone voted in favor of the motion.

Minutes submitted by Sara Martini