

LEAF Board of Directors Meeting

Monday, October 30, 2023

4:00 p.m. – In-person, With Zoom Option!

Members in attendance: Bruce H., Diane M., Peggy C., Bob F., Tim B., Valerie R., Rob V., Lori J., Charlie E., Justin S., Chad R., Brianna I., Sara M., and Abdi D.

1. Call to Order and Additions to the agenda (President Diane Moeller)

The meeting was called to order by Diane M. at 4:02. There were no additions to the agenda.

2. Good News and Thank Yous (Bruce Hentges)

- Learning Renaissance Review - Bruce H. reported that attendance was down at the event itself, but the revenue was up because many had already purchased tickets but couldn't attend. We raised over \$45,000.00 and \$13,332.00 for our fund-a-need. \$5,000.00 was raised for VEX and that will be matched. We also usually use some of the net profits to get our fund-a-need to the \$15,000.00 mark.
- Adopt-a-Classroom 2023 - We are at \$48,600.00 which is a record for us. That's 194 classrooms adopted so far.

3. Consent Agenda:

- Approval of Directors meeting minutes as posted on web page for August, 2023
- Approval of August September and October, 2023 Executive Committee Minutes -as posted online.
- ~~Approval of bill payments for July 2023~~
- **Action Requested:** Approval of the Consent Agenda

The minutes were sent out, and they are also on the LEAF webpage. We are still in the process of moving all of our financials to KDV and that's why the bill payments for July 2023 and the September reports below are crossed out. Bruce is meeting with KDV tomorrow and will send out the reports as soon as they are ready.

Charlie made a motion to approve the consent agenda and Lori J. seconded it. Everyone voted in favor.

4. Financial Reports (Bruce Hentges)

- September 2023 Fundraising Report and update for October 2023
- ~~September 2023 Profit and Loss Statement~~
- ~~September 2023 Balance Sheet~~
- **Action Requested:** Approval of Treasurer's Report

We are skipping the financial reports until we receive them from KDV.

5. 2023 LEAF Grants (Bob Feigh and Peggy Carlson)

- LEAF Grants Committee Fall Grants Recommendations
- Academic Grants: \$12,816
- Schnettler Fund Academic Grants: \$1,030
- Activities Grants: \$23,606
- Action Requested: Approval of Grants Committee Recommendations

The activity grants were easy to fund because nearly 95% of what was requested was able to be funded.

Charlie E. made a motion to approve the fall activities grants. Sara M. seconded the motion. Everyone voted in favor.

The academic grants were more difficult. There were a handful that we were not able to fund.

Charlie E. made a motion to approve the fall academic grants. Sara M. seconded the motion. Everyone voted in favor.

The spring activity grants application will open on Dec. 1st and close on President's Day. In fall of 2024, the grant committee would like to limit the academic grant request amount to \$2,000.00 instead of \$3,000.00.

Chad R. made a motion to amend the grant's policy to limit the academic grant request to \$2,000.00. Lori J. seconded the motion. Everyone voted in favor.

We are down to nine members on the grant committee. If anyone is interested in being on the committee, please contact Bruce H.

6. LEAF Executive Director Position (Diane Moeller)

- Position Description
- Job Duties
- Hiring Committee
- Hiring Process and Timeline

Bruce H. sent out the job description and job duties. Barclay Carrier, Elizabeth Riesinger, Pat Welter, and Janet Regan are the community members who will be part of the hiring committee. Bruce H. shared a document with thoughts on new administration for LEAF. It included what we currently have for LEAF personnel. We looked at options for the new administrator including a full-time director, a ½ time director and eliminating the flow through grants including the homeless grant, PAKRAT, PAKCAT... The final option and Bruce's recommendation would be a ½ time director and a ½ bookkeeper. This option would also keep the part-time administrative assistant position.

The executive committee voted to recommend the ½ executive director and a part time bookkeeper option. Chad R. recommended an HSA instead of the Medicare supplement for the new position. Minimum qualifications and timeline for posting will be developed by the hiring committee when they meet in a few weeks. Diane M. would like to start organizing now, posting after the holidays and hopefully having the new person in place by the spring.

Tim B. made a motion to hire a ½ executive director and a part time bookkeeper. Abdi D. seconded the motion. Everyone voted in favor.

7. Fall Campaign Mailer

- Mid-November

The fall campaign flier should be in the mail by mid-November.

8. Treasurer Position/Bergan/KDV Financial Assessment

- Update

Bruce H. is meeting with Bergan/KDV to clarify the reports we are getting from Bergan/KDV at the end of each month. Bruce H. said that the report that is coming from Bergan/KDV is much more complicated than our previous profit and loss report that we had been using.

9. 2023 Executive Committee and Board of Directors Meeting Dates for 2023

Executive Committee

November 7

December 5

Board of Directors

December 18

10. Upcoming Events

- **LEAF Learning Renaissance**

- Date: Sunday, October 29 from 5:00 – 8:00 Café Renaissance

- **Night of the Stars**

- Date: Friday & Saturday, February 23 & 24, 2024!

11. Lori J. and Valerie R. met this morning to talk about social media. They were creating a calendar of events. Lori J. wanted to post audition dates for Night of the Stars. Auditions are Jan. 10th at Apollo and Jan. 11th at Tech.

The meeting was adjourned at 4:50pm.

Minutes submitted by Sara Martini