

## **LEAF Exec Committee Notes**

Thursday, March 9, 2018

LEAF Office

The meeting was called to order by Chair Elizabeth R. at 1:15

**Members Present:** Elizabeth Reisinger Peggy Carlson, Pat Krueger, Bruce Hentges

### **Additions to the agenda:**

Meeting Times for spring and summer

Exploration of hiring a minute taker for Board meetings

Allocations Committee Report

### **Meeting Times for spring and summer**

Changing schedules will necessitate some changes for the next few months. The group considered several spring dates that will work, and scheduled May 9 at 12:30pm. While the Board usually does not meet during June and July, the Exec Committee continues. June 19 at 9:00am and August 2 at 10:00am were scheduled.

### **Exploration of hiring a minute taker for Board meetings**

Due to the growing endowment size and reach of LEAF, it was deemed advisable to consider hiring a professional to take thorough minutes at regular Board meetings. This will also make it easier to recruit board secretaries, and assure that no member is limited in participation at meetings. Payment should be equal to that given to our usual administrative assistant. Bruce will check with Liberty Bank to see if there might be someone there who can fill the position, as Board meetings will be held there going forward.

### **Financials**

Bruce shared current printed reports.

Tim and Bruce met yesterday, but some information, specifically NOTS, still requires adjustments.

Bruce reminded members that timing matters and is responsible for what may appear to be some major differences from last year, and that the endowment now sits \$240,000 ahead, which is accurate and represents good growth.

Bruce will provide an update on the annual budget at the next Board meeting.

### **Events**

#### **Gannett/USA PAKRAT Grant fundraising**

The PR Committee continues to manage promotions - printed cards are out and other electronic methods are being used.

#### **Dancing With The Stars (The event is June 18)**

The PR committee is also managing this and will be doing more as the PAKRAT effort winds down. Pat K will arrange to videotape a rehearsal to share on social media.

### **Collecting Forms from Board Members**

Conflict of Interest forms will be distributed at the next meeting and email will be used to collect from those not present. These must be completed annually.

It has also been decided that director photos will no longer be used on the website, thus ending the challenge of getting them from members.

### **Clearview Golf Tournament Hole Sponsorship**

There is a history of participating in this as a PR activity. \$125 was approved by consensus

### **Contingency Request.**

The Granite City GearHeads robotics team has earned a palce at nationals in Detroit this spring, and are seeking assistance. This is in keeping with the purpose and guidelines for the contingency fund, which currently stands at \$1500. Considering that the season is young, it was decided that we limit support to the standard \$500. The allocation was approved by consensus.

### **Allocations Report**

Peggy will report on the ad hoc committee recommendations at the April Board meeting.

### **Unallocated Grant money**

Because there is no current policy regarding the handling of any funds left over after a regular granting round, the Exec Committee is providing a recommendation. The following was approved by consensus and will be presented to the board:

- Unallocated funds at the end of any regular granting cycle will be added to the contingency fund for the remainder of that fiscal year.

It will be further recommended that:

- Unallocated contingency funds will be added to the total available for the next regular granting round at the end of the school year.

### **Web Page**

Pat reported that the PR committee continues with the full update, and that a link to the development site can be shared.

### **Strategic Planning Committee**

It was decided that the primary need at this time is not to look at mission or purpose, but the plan strategically for the growth and resulting administrative needs LEAF will face. A five year approach to this will be approached.

### **Annual Report**

The report is fully distributed.

### **Bylaws**

Minor adjustments can be accomplished, probably with one dedicated meeting. The Exec Committee will take on the matter during the summer and prepare for Board approval in August.

The meeting adjourned at approximately 2:40

Respectfully Submitted

Pat Krueger

Secretary