

LEAF Exec Committee Notes

Thursday, August 8, 2018

LEAF Office

The meeting was called to order by Chair Elizabeth R. at 10:05

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

Financials

- Fundraising Report for July, 2018
 - Dancing With the Stars and the Gannett money were added, plus the Liberty Bank money – split 3 ways between the Activities (\$3500), Academic (\$3500), and Participation (\$3000) – for now.
 - Bruce shared more good news – LEAF will receive a \$10,000 Morgan Family Foundation grant dissected at the Participation Fund.
- July Profit & Loss Statement & Balance Sheet
 - Golf tournament funds will be calculated
 - Expenses remain comparable to last year
 - Investment income is down

Internal Audit

The Committee met on July 26

- LEAF Accounting Policy and Procedures Manual – Tim
 - All agreed that Tim's work on this was outstanding.
- Connection with Law Firm?
 - With no one currently on the Board to provide a legal perspective, a possible volunteer firm will be sought
- Unclaimed Checks – MN law?
 - The group felt this is something that should be addressed in a timely manner. Bruce will begin the process by consulting with the state. A small number of low amount checks, mostly from the Apollo raffle, must be dealt with. LEAF has not done this in the past because of a lack of awareness of the requirements.

The audit committee is providing some excellent expertise and will meet again on August 23.

PAKRAT Program

It was decided that the summer staff should be recognized with a Caribou gift certificate. Bruce will also ask Sara Martini for a group photo that can be used on social media.

What's Going On? Events Updates

- A. ACMCF Difference Maker Grant for \$30,000 for the Participation Fund has been applied for
- B. Summer PAKRAT will end after August 17
- C. Apollo Golf Tourney – August 3
- D. Tech Golf Tourney – August 10
- E. Adopt a Classroom fund drive will launch on late August
- F. Learning Renaissance – November 4

Web page:

Grant Process:

- Form Updates – cannot be completed until some technical aspects and contracts are worked out, but the new look is proceeding on schedule.
- Plans for Fall Workshop/Faculty Meetings – Elizabeth, Peggy and Pat will present to district administrators to review LEAF in general and the grant process.

Participation Fund

There was a discussion on how to use the money that has been raised to date. It was agreed that transportation is one of the bigger factors and that the amount available will allow for activities bussing for the middle school children for one season. That will be fall '18.

The meeting adjourned at 11:20

Next Executive Committee Meeting: **Thursday, Sept 6, 2018** at 8 a. m.

Respectfully Submitted
Pat Krueger