

LEAF Exec Committee Notes

Thursday, September 6, 2018

LEAF Office

The meeting was called to order by Chair Elizabeth R. at 8:15

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

Additions to Agenda /Review of Executive Committee Meeting of August, 2018

- Minutes were accepted

Board meeting schedule/time

This was added as the first item for discussion.

Due to recent low attendance at regular board meetings, a possible change is advisable. The failure to get a quorum may be a growing issue.

The group decided that a change in day or time might result in better attendance and the board can be polled. However, another option may also result in better attendance – fewer meetings. Many Boards meet less frequently – even quarterly.

In review of matters that need board attention and the general operation of the organization, it was agreed that a monthly meeting is no longer necessary. (In early, growing years, that may have been more important.) Members considered an (app) every other month option that seems to meet on-going needs. Considering items that will regularly need board action, such as granting rounds and budget planning, the following schedule was suggested and will be implemented immediately:

Calendar year

February – Annual meeting

March – Regular meeting

May – Regular meeting

August – Regular meeting

October – Regular meeting

December – Regular meeting

The time day and time will remain the same – for now. The next board meeting will be October 15 at the QuarryView Education Center.

Elizabeth will draft an announcement to send out to all board members, and will share for input .

Financials

- Fundraising Report for August 2018 – Time and Bruce will be meeting on Monday (9/11)
We are submitting a LOI to the Bernick's Foundation for consideration of a grant for the Activities
An anonymous gift for PAKRAT has been received through the Community Foundation
- August Profit & Loss Statement & Balance Sheet
The bottom line is that the endowment is still increasing

Internal Audit

- LEAF Accounting Policy and Procedures Manual – Tim has shared adjustments and it is moving along
- Connection with Law Firm – Bruce will approach Mike LaFontaine for suggestions

- Unclaimed Checks – all uncleared transactions will be reviewed to determine which are simple cancelled checks. A full report must be submitted to the state in November.
- A meeting is set for September 19th at which the Audit subcommittee will select transactions that have occurred within the last year and Bruce and Tim will demonstrate the process used dealing with those transactions.

LEAF Annual Meeting/Report to the Community

The Date will be February 11, 2019. Janet Reagan will be asked about use of the Country Club.

Nomination Committee

No Board of Director vacancies need filling this year. No members are timing out. A slate of officers will need to be submitted.

What's Going On? Events Updates

- A. Adopt a Classroom fund drive will launch on late August
- B. Learning Renaissance – November 4

Web page:

- The new look is about completed – some content editing is on-going, and some forms are still being readied, but going live this month remains the plan.

Grant Process:

Form Update work continues. (We will use current Forms/Process for Fall 2018 Grant Cycle)

Strategic Planning Committee

More will be coming on this following completion of the internal audit.

The meeting adjourned at app 10:00am

Next Executive Committee Meeting: **Thursday, October 1, 2018** at 8:00 a.m.

Respectfully Submitted
Pat Krueger