

## **LEAF Exec Committee Notes**

Wednesday Dec 5, 2018

LEAF Office

The meeting was called to order by Chair Elizabeth R. at 12:15

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

Executive Committee Meeting Notes from November, 2018 were accepted

### **Board meeting schedule/time**

Liberty Bank will be available for the December Board meeting that will begin at 4:00pm.

A tour will be given at the start of the meeting.

### **Financials**

#### Financial Policies & Procedures Manual

No substantive changes have been made since the last draft was reviewed by this committee. A finished draft will be sent to board members prior to the meeting.

#### Fundraising Report for November 2018

The report was reviewed; Bruce noted substantial contribution from the Morgan Family Foundation, South Parents, Learning Renaissance and an anonymous donor.

It was also noted that the LR committee has made decisions regarding the distribution of proceeds to the various funds.

#### September Profit & Loss Statement & Balance Sheet (Tim & Bruce will do on December 11)

Of note – the stock market.

#### Finance & Budget Committee Meeting

The committee prepared the reconciliation report according to the standard formula. Funds are only moved in to the operating account when needed.

#### FY19 Budget

This will be adjusted with complete numbers for the Board meeting. Members discussed a slightly different way to show/report original and actual budget progress.

#### Internal Audit

Laura P will report at the meeting. Of note – all looks very good. The unclaimed checks are still being processed, and are primarily, as suspected, small and raffle related

### **Finance & Budget Committee recommendations**

#### Functional Expenses

In consultation with the ED, a reassessment has been done and the committee is recommending a reallocation as follows: 20% Management & General, 25% Fundraising and 55% Program Services. This is more accurate, and will reflect better on LEAF management in general.

#### Executive Director compensation

No change from the current plan is recommended.

**Nominations:**

LEAF Officers for 2019

The current officers have all agreed to continue through the next year. This slate will be presented at the meeting. Other nominations will be invited as well.

New Board Members

Up to four positions can be filled. With the resignations of Hudda Ibrahim and Kris Scharenbroich there are 20 members - 24 are allowed.

Bruce Mohs has volunteered to return to the Board. Others will be asked by Exec members as soon as possible.

**Chairs for LEAF Office**

The group agreed to purchase four chairs at a total cost of \$535.80. This should suffice, as two chairs belonging to the landlord remain available.

**Update from PR Committee**

The Fall Fund Drive is next up.

**Fall Fund Drive**

Responses are coming in – many positive comments about the mailer. Bruce noted that the retired educator group has been among early responders.

**PAKRAT Updates**

A \$21,000 application to RMSFF is being submitted.

PAKRAT Math Program (PAKCAT) –

The group gave a positive response to the idea of creating a PAKRAT like program for math activities. The proposal will go to The District for official approval before more is done, but the New Ventures Committee can be instructed to look at this as an FYI right away.

**Participation Committee**

CVS Physicals have started as of December 5

**Events Updates**

Night of the Stars

The committees are moving along and all is going well. Some new ideas to increase revenue are part of the planning.

Annual Meeting Awards

Several appropriate recipients were suggested and discussed. Included are Randy & Lucille – or dancing stars, Pat Welter, Barclay Carrier, Tami Wilson and Bruce Watkins. Bruce will be contacting Ads and others to finalize these.

**Web page Update**

The new website is live.

Foundant set-up is still being done but will be ready for the spring granting round. A plan for staff notification of new procedures will be coming.

The meeting adjourned at app 1:45

Next Executive Committee Meeting: **January 4, 2019** at Noon.

Respectfully Submitted  
Pat Krueger