

LEAF Executive Board Meeting Minutes  
May 4th, 2021  
2:30pm Via Zoom

Members Present: Bruce Hentges, Peggy Carlson, Bruce Mohs, Lori Johnson and Sara Martini

1. Meeting was called to order at 2:30 by Bruce Mohs. Bruce Hentges added updates about the PR committee and the Education Foundation to the agenda.

Peggy moved to approve the agenda. Sara seconded it.

2. Financials: Bruce H. stated that he and Tim worked on the profit and loss statement and the balance sheet for April this morning.

- Fundraising Report: April was a very good month for fundraising. We received several large donations. Our total assets are \$2,098,236.90 of which \$2,049,473.20 is in the endowed fund.
- April Profit and Loss Sheet: Our events income is limited this year. Our expenses are up a bit, but that is mainly because the printing of the annual report was added to this category. It was not added to this category last year. We have given out more grants this year. All of the Covid contingency grants are listed under the "other" grants category. Our net income for the year so far is \$48,517.82. Our total liabilities and equity listed on our balance sheet are \$2,073,764.70.
- Bruce H. will send these reports to the full board tomorrow or Thursday.

3. Form 990: Due by May 15<sup>th</sup>.

- Bruce H. should be receiving the draft in the next day or two.
- The Budget and Finance Committee looks it over before it goes to the full board. It's not possible to bring the Budget and Finance Committee together before the full board meeting on May 17<sup>th</sup>, so KDV is applying for an extension with the IRS.
- Each year, LEAF must have a Worker's Comp audit. Bruce must send them our 990 form by June 15<sup>th</sup>.

4. LEAF Donor Management Software:

- We are one week out from giving Bloomerang our data to start the uploading process.
- Lori and Bruce H. will be working with them on how we want our data added to their program.
- Barb Theisen and Paul Shoemaker may be willing to help with the process.

5. PAKRAT/PAKCAT: Sara reported that Lori Posch asked her to start planning the routes for this summer contingent on District 742 COVID Response Committee allowing the PAKRAT Summer Book Bus to run as it has in previous years. Sara and Beth Lovdahl are in the planning stages.

Bruce M. asked for a brief recap on Sartell's response to not being able to use the PAKRAT bus this summer. Bruce H. reported that they were very understanding and wanted to look ahead to next summer. Bruce H. also mentioned that Zach from the Initiative Foundation was at the Central MN Education Foundations meeting and was interested in helping with a grant to coordinate the PAKRAT bus between districts. He thought there would possibly be funds available for this.

6. Policy Review – Bruce Mohs wants to set up a meeting with Bruce H. the week of May 17<sup>th</sup> to set up the sub-committee for policy review. The sub-committee would look at:

- Financial policies review
- Database policies
- Record retention review

Bruce H. also gave us a reminder that we don't have everyone on the board's Conflict of Interest form back yet.

7. Strategic Plan Review: LEAF has not done a strategic plan review since 2012. It was decided that this item will be kept on the agenda because it is something the executive board feels should be done in later 2021 or 2022. It was decided that we should finish our policy review process before starting the strategic plan review.

We will keep it items 6 and 7 on the agenda to discuss again in the future.

8. 2020/21 Grant Updates: Peggy stated that LEAF has \$665.00 remaining for Covid contingency grants.

The fall 2021-22 grant cycle opened on May 1<sup>st</sup> and close on Sept. 30<sup>th</sup>. Peggy will have the grants to the evaluators by Oct. 5<sup>th</sup> and will close evaluations on Oct. 19<sup>th</sup>. The grant review board will meet on Oct. 21<sup>st</sup> and the fall grants will be voted on at the October 25<sup>th</sup> board meeting.

The spring 2021-22 grant cycle will open on Dec. 1<sup>st</sup> and close on Feb. 25<sup>th</sup>. Peggy will have the grants to the evaluators by March 2<sup>nd</sup> and will close evaluations on March 15<sup>th</sup>. The grant review board will meet on March 17<sup>th</sup> and the spring grants will be voted on at the March 21<sup>st</sup> board meeting.

9. Events:

- Apollo Golf Scramble: August 6<sup>th</sup> This group is actively meeting.
- Tech Gold Scramble: August 13<sup>th</sup>
- Learning Renaissance Committee is meeting and talking about options such as having two different Sundays or having one Sunday with tents outside to spread people out. The committee is considering what the fund the need topic should be for this year. Tami Deland is taking that question to the district cabinet for ideas and the committee will make the final decision.
  - Sponsorship letters will go out after July 4<sup>th</sup>
  - The event will be in the LEAF August newsletter

- Invitations will be sent out one month before

10. Peggy made a motion to adjourn the meeting. Lori seconded the motion.

Next LEAF Executive Board Meeting: Tuesday, June 8<sup>th</sup> at 2:30pm Via Zoon.

Meeting minutes submitted by Sara Martini