

LEAF Executive Board Meeting Minutes

August 10th, 2021

10:30am Via Zoom and in person at the LEAF office

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

1. Meeting was called to order at 10:30 by Bruce Mohs. There were two additions to the agenda.
 - Tami Deland approached Bruce H. about LEAF having a presence at the District 742 kickoff for all staff on Sept. 2nd. She asked if LEAF would like to hand out popcorn at the event. Giving away popcorn would be a minimal expense for LEAF and would be a good marketing opportunity. Everyone on the executive board voted in favor of doing the event.
 - The second addition was the need to get legal and accounting recommendations regarding LEAF Legacy funds. Lori made a motion to seek legal and accounting recommendations regarding the LEAF Legacy funds. Sara seconded the motion. Everyone voted in favor.

Review of the July meeting minutes. Peggy suggested two changes to the July minutes. The first was to #7 adding that the backpacks for the PAKRAT book bus were donated by Toppin-Merril. The second change was for item #10 that the last sentence needed to be changed to: The money for the **activities** grants will be divided 50% for the fall and spring round of grants.

2. Financials:

- Fundraising Report: Bruce H. shared the July fundraising report. There was not much to report on this month. The Apollo golf scramble was very successful and the profit will show up on the August financial report.
- Bruce H. shared the Reconciliation Report from Jan.-July 2021. July was a quiet month. LEAF's biggest payment was to Bloomerang.

3. Treasurer's Concerns:

Steve Joul spoke at the Budget and Finance meeting and a discussion was had about LEAF's restricted and unrestricted funds. The committee feels a need to get legal guidance and nonprofit accounting guidance on how we manage our legacy funds. It was decided that we will get quotes from accounting firms to ensure that what we are doing with our legacy funds is legal and in the best interest of the funds. A motion was made to approve submitting our legacy fund process for legal and accounting guidance. Peggy made the motion and Lori seconded the motion. Everyone voted in favor.

Tim Beck will need to step down as treasurer of LEAF. He has been doing the job for seven years and feels like he doesn't have time to give it 100% anymore. He feels that LEAF needs to look for a treasurer with nonprofit accounting experience. He will help in the search and stay on as treasurer until a qualified replacement can be found.

4. August Board of Directors meeting location: It was decided that the August meeting would be a Zoom meeting only because of the growing Covid numbers in our area.

5. LEAF check presentation for Rotary/District Preschool expansion:

LEAF wrote the check for \$10,000.00 to the St. Cloud Rotary for LEAF's contribution to the District 742 preschool expansion program. Bruce H. and Bruce M. are going to the St. Cloud Rotary meeting at 12:00 pm on Aug. 10th for the check presentation. Bruce H. added that he and Sara were going to Talahi on Aug. 12th for a check presentation from the St. Cloud Kiwanis Club for \$1,000.00 for the Adopt a Classroom project and \$500 for the PAKRAT program.

6. Discussion of possible LEAF Vision Committee:

A LEAF board member brought up concerns to Bruce H. about the decline of the music programs, the loss of some AP classes and other issues in the district. LEAF's motto is to support excellence, opportunity, and pride in our public schools. All executive board members decided that it would be a good idea to create a vision committee.

7. Budget and Finance: We discussed this above.

8. LEAF Donor Management Software:

Bloomerang is close to having the conversion done. Lori will begin cleaning up our records as soon as our data goes live.

9. PAKRAT/PAKCAT: Sara reported that the PAKRAT book bus is finished for the summer. The turnout was similar to before the pandemic with about 600 children a week. The turnout at individual sites was fantastic when we can pair up with the YES Network. Next spring, we might wait to create our PAKRAT book bus schedule until the YES Network finishes their schedule in early June.

10. Policy Review Committee Update: All of the recommendations from this committee will go to the full board on August 16th.

11. Learning Renaissance Update: Bruce H. reported that the Learning Renaissance event will take place on Oct. 10th. Bruce H. will bring the committee together to discuss if we need to move the event to a virtual event with the Covid numbers rising. The fund-a-need will be the District/Rotary Club Preschool Initiative.

12. Crossed off the agenda

13. Grant Updates: The Budget and Finance committee wanted to leave the grant allocations as they were for now. After the restricted funds, there will be approx.. \$22,441.00 for academic grants and \$35,568.00 for activities grants. Bruce will bring the final exact figures to the next board of directors meeting.

We discussed the need for a policy for district emergency grant requests. This will be referred to the policy committee to write a policy for emergency grant requests.

Peggy will contact Lori Putnam about speaking to the administrators about the LEAF grant cycle on how it works since there are many new administrators in the district. Peggy and Bruce will attend the August 18 administrators meeting for this discussion.

LEAF awarded a \$10,000.00 academic fund grant to District/St. Cloud Rotary Preschool Initiative and a \$20,000.00 activities fund grant to the District for marketing the activities program.

14. Upcoming Events:

- Tech Golf Scramble: August 13th
- Learning Renaissance: October 10th

Meeting was adjourned at 11:30am

Next LEAF Executive Board Meeting: Tuesday, September 7th at 2:30pm

Meeting minutes submitted by Sara Martini