

LEAF Executive Board Meeting Minutes
November 2nd, 2021, at 2:30pm
Via Zoom and in person at the LEAF office

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

1. Meeting was called to order at 2:31 by Bruce M. Bruce H. went through the meeting minutes from our Oct. 5th meeting.

2. There was one addition to the agenda. Bruce H. shared that LEAF just received two checks. The first was a \$2,000.00 check for the homeless fund and the other was a \$4,500.00 donation from an anonymous donor. Bruce will deposit them into the operating budget.

3. Financials:

- Fundraising Report: Bruce H. shared the fundraising report. Our total assets are \$2,159,560.13 as of October 1st, 2021. Bruce said that figure has grown a lot this month because the market has been good.
- October Profit and Loss Statement and Balance Sheet: Bruce H. and Tim are meeting on Thursday to complete these two reports.
- Grants given since July 1st: Bruce H. thinks LEAF should do a fall news release to let the community know that LEAF have granted nearly \$180,000.00 in grants this fall.

4. LEAF Fall Grants: Peggy Carlson

- Follow up responsibilities: LEAF funded \$21,771.00 in academic grants and \$23,275.00 in activities grants this fall. Only three grants were not funded. Two of those were academic and one was an activity grant. Peggy is in the process of approving each grant which needs to be done one at a time. She will have emails out to grant recipients by tomorrow so they can return the grant agreement form. Peggy said that 52 grants was too many for the grant committee. If we receive that many next year, we may need to do the academic and activities grants separately. Bruce H. sent Lori the list of the academic grants so Lori can write out the checks for each program. Activities grant checks will be written out to the schools.
- Legacy grants: Bruce H. will match the legacy grants with programs and the schools that each family supported for the Faber, Carrier, Carlson and Torrey legacy fund grants.
- Bruce H. and Peggy will be going through the grant form questions before the spring grant round opens on Dec. 1st.

5. Fall Campaign – Bruce H.

- Timeline: The PR committee meet today to work on the fall campaign flyer with Barb from Palmer Printing. The target date for the flyers to go out is Nov. 12th. It

will be sent out to everyone in our database, the database for the Chamber of Commerce and a community database too.

6. Up to date By-laws: Middle school activities directors

- Peggy made a motion that the executive board recommends a change to section 3 of our board membership policy that we add the middle school activities coordinators and the LEAF director and remove the superintendent. Tim seconded the motion. Everyone voted in favor.

7. Discussion of possible LEAF response to music program issues:

- Bruce was directed to contact the two assistant superintendents, Laurie Putnam and Mike Rivard. Neither has responded to Bruce's request to set up a second meeting. Bruce recommends that we let it go unless we hear back from them.
- This means that Night of the Stars will be cancelled. Bruce H. will follow up with Victoria Hedtke and the District.
- Bruce H. suggested that this might be a good time to form a committee to discuss what events LEAF should pursue in the future.

8. Nominations Committee Meeting:

- Bruce H. sent out and shared our current board matrix. This is a way to see our strengths and needs for board members. Bruce M. and Bruce H. are on the nomination committee. We need to begin the process of going through nominations in November. Only Cindy Harner will be leaving the board. We can have up to 24 members. We are currently two short, so we can add up to 3 new board members. Should we approach the 2 to 3 board members that don't come to the meetings to see if they want to step away?
- Bruce H. asked if the executive committee should be the nomination committee. Peggy, Sara and Bruce M. stated that they will stay on the executive committee next year. We need to have the nominations for new board members ready by January. Sara said she would help on the nomination committee if needed.

9. Principles & Practices for Nonprofit Excellence:

- Review of October discussion: Bruce shared the results of the survey on governance. The results of the survey were very favorable overall. How should the executive board respond to the survey results?
- Tim will be delivering topics 2 and 3 to the full board. Tim will write the questions for the survey and send them to Lori who will create the Google Form by Nov. 24th. Bruce H. will send out the survey to the board on Nov. 29th and ask for responses by Dec. 8th.
- Peggy volunteered to do sections 7 and 11.

10. 2022 LEAF budget:

- The Budget and Finance committee is meeting on Nov. 18th to develop the budget for 2022. Bruce H. doesn't anticipate many changes, but the committee will build in the cost of Bloomerang, which is \$2,388.00.

11. LEAF Donor Management Software:

- Lori stated that she is still working on cleaning up the LEAF database. We have a mailing list of 2,000 people to send out our fall campaign flyer to. Lori will do a mass delete of the 1,400 accounts in the system that have never donated to LEAF. There is a \$100.00 charge from Bloomerang to complete the mass delete.

12. Learning Renaissance Update:

- Total revenue: We raised \$30,751.86. Our expenses were \$1,693.29, so our profit was \$29,058.71.
- Bruce H. recommends that we divide the money as following: \$12,000.00 for our fund-a-need and \$17,058.71 for the academic fund.

Peggy made a motion that we break up the Learning Renaissance money with \$12,000.00 going to our fund-a-need effort of the District/Rotary Club preschool expansion and \$17,058.71 going to the academic fund. Lori seconded the motion. Everyone voted in favor.

13.. Strategic Plan Review (Bruce Hentges)

- Succession planning
 - Executive director
 - Grants Administrator
 - Treasurer
 - Administrative Assistant
- Bruce H. shared the director position description. We haven't done an evaluation in years. We need to start succession planning this winter. Bruce H. shared that he plans to continue in his role until at least April 2025 - his 75th birthday. He shared his succession plan. He stated that the flow through grants could be sunsetted for a new executive director so they could focus on activities and academic grant and the LEAF fundraisers.
- We need succession plans for the grants administrator, treasurer and administrative assistant too. We should have an emergency plan and a plan for retirements. We discussed the idea of a replacement shadowing the current person to learn the duties of the position. This might be difficult.
- We need to plan for short and long term to be as prepared as possible.

14. Annual Report:

- The PR committee took a quick look at it this morning. It will be very similar to the last few years. They would like to have a picture of a classroom on the front cover. It will again be colorful and easy to read.

15. Annual Meeting:

- Bruce H. shared that there is nothing in our bylaws that says we have to have an annual meeting. Should we skip this year? We could also do it in person or virtual. All executive board members think that we should have some kind of annual meeting in February. The date of February 28th was selected. Bruce H. will call the Country Club to see if we can use their site with no food. Bruce H. will also call other possible places.

16. Events and Updates: Already discussed.

Meeting was adjourned at 4:40 by Bruce M.

Next executive board meeting: Tuesday, Dec. 7th at 2:30

Meeting minutes submitted by Sara Martini