

LEAF Executive Committee Meeting Minutes

December 7th, 2021, at 2:00pm

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 2:03 by Bruce M. Bruce H. went through the meeting minutes from our Nov. 2nd meeting.

There was one addition to the agenda. Peggy asked to do a quick grants report. She stated that the spring grant application opened on Dec. 1st for activity grants only. There has already been one grant submitted. Bruce H. sent out an email to all administrators letting them know the application was open. There is \$12,496.00 available for spring activity grants. The grant application closes on Feb. 23, 2022. The grant committee will meet on March 17th. Their recommendations will go to the full board for approval at the March 21st meeting.

2. Financials

- Fundraising Report for month of November 2021. Bruce H. shared that November was a good month for LEAF. We raised \$7,125.00 for our endowed funds and \$12,000.00 total.
- November Profit & Loss Statement & Balance Sheet. Tim shared that LEAF paid out the fall grants which was reflected on the profit and loss statement. We have higher fees in the management area than last year due in part to our new Bloomerang software.
The balance sheet currently shows a negative Liberty account balance. Bruce H. is transferring \$7,500.00 from operating funds to cover. This shortage is due in part to old, outstanding checks. LEAF currently has \$5,000.00 in outstanding checks that were written before 2021. There is about \$4,500.00 in checks from 2021 which haven't been cashed yet. Bruce H. and Tim are working on a plan to clean up LEAF's outstanding checks that were written before 2021.

3. 2022 LEAF Budget – Bruce H. said the Budget & Finance Committee met on November 18th. They reviewed the budgets from 2015 to the current year. The committee had projected income of \$17,000.00 for both the activities and academic funds. Bruce H. changed that projection to \$25,000.00 for each fund based on the amounts raised the past few years. The projection for the Adopt a Classroom project is \$27,000.00. The St. Cloud Marching Band Legacy Fund is also projected at \$60,000.00 on the low end but could be up to \$80,000.
The total budget for the 2022 year is \$217,000.00 and the final net income budget for 2022 is \$156,874.00.

Lori made a motion to take the proposed budget for 2022 to the full board to approve at the Dec. 13th meeting. Sara seconded the motion. Everyone voted in favor to pass the motion.

4. Fall Campaign – The fall campaign has been horribly delayed. Palmer Printing has been experiencing delays in getting supplies. The mailings will be going out on Wednesday, Dec. 8th or Thursday, Dec. 9th. There is a separate mailing going out to retired educators marketed in a different way because donations from this group have been very successful.
5. Discussion of possible LEAF response to Music Program issues (Bruce Hentges)
 - St. Cloud Marching Band donation (already discussed in budget discussion)
6. YES Network Request – It was decided that the request from the YES Network did not meet LEAF's criteria for support.
7. Nominations Committee Meeting (Bruce Hentges)
 - Committee membership
 - Bruce M and Bruce H
 - Can have 24 with 5 ex officio and 19 voting
 - Currently have 22 with 5 ex officio and 17 voting

- Matrix
- Timeline

8. Principles & Practices for Nonprofit Excellence (Bruce Hentges/Executive Committee)

- Review of October discussion/survey on “Governance”
- Tim will take #2 & #3 at the December board meeting
 - 1) ~~Governance~~
 - 2) Transparency & Accountability (Tim)
 - 3) Financial Management (Tim)
 - 4) Fundraising
 - 5) Evaluation
 - 6) Planning
 - 7) Civic Engagement and Public Policy
 - 8) Strategic Alliances
 - 9) Human Resources
 - 10) Volunteer Management
 - 11) Leadership and Organizational Culture

9. LEAF Donor Management Software (Lori Johnson)

- Bloomerang Updates

10. Learning Renaissance Update (Bruce Hentges)

- Follow up letters sent
- Gift Card Winners: Sandy Neutzling, Paulette & Steve Schwegman, Pat Welter & Patrick Henry, Al Dahlgren, Dave Leapaldt-LGL Achitects, Janet & Mike Reagan, Wayne & Jan Brinkman, Chuck & Jannine Provinzino, Don & Jan Watkins, Pat & David Krueger, and Bob & Chris Inkster

11. Strategic Plan Review (Bruce Hentges)

- Overall Board, Program, and Ex Director Evaluation??

12. Succession Planning

- There was discussion about creating two committees. One would look at succession planning and whether it was time to go through a strategic planning process. The other would review LEAF events and bring a recommendation to the board for any changes.
- Bruce will ask for committee members at the Dec. 13 board meeting.

13. Annual Report

- Will be ready for the Feb Annual Meeting

14. Annual Meeting

- Date: Monday, Feb. 28th
- Awards: The executive committee will make the final decisions on award-winners at the January executive committee meeting.

15. LEAF Executive Director Compensation – EXECUTIVE SESSION

Bruce H. left the room for this agenda item. The executive committee each shared their views on the LEAF director’s compensation.

Peggy made a motion to send the proposal for the LEAF director's compensation as printed to the full board for consideration at the Dec. 13th meeting. Tim seconded the motion. Everyone voted in favor of the motion.

16. Next Executive Committee Meeting: January 4, 2022 at 2:30 p.m.

Minutes submitted by Sara Martini