

Ex Board Topics:

April 5, 2022, at 2:30 p.m.

Members in attendance: Bruce M, Bruce H, Sara M., Peggy C, Lori J.

1. Call to Order and Review of Executive Committee Meeting Minutes of March 1, 2022 (Bruce Mohs) Meeting was called to order at 2:35pm. Bruce H. pulled up the executive committee meeting minutes from our March meeting. Peggy made a motion to approve the executive committee meeting minutes. Bruce M. seconded the motion.

2. Additions to Agenda from Executive Committee members

- a. Music funds will be here by April 30th. Bruce H. is not sure of the exact amount probably between \$60,000 and \$80,000.00.
- b. PAKRAT and PAKCAT update. Westwood will be piloting the kindergarten PAKCAT program next school year. We were turned down by the Initiative fund to apply for their grant. We will hear about our other grant between April 8th and April 30th.
- c. Peggy has a contingency grant request for us to review.

3. Financials

- Fundraising Report for month of March 2022. (Bruce Hentges)
- March Profit & Loss Statement & Balance Sheet (Tim Beck or Bruce Hentges)

Tim will be picking up everything tomorrow. We received a gift from Woodcraft for \$4,000.00 to be split between activity and academic funds on March 31st. We received two other \$1,000.00 donations. The \$41,837.00 came in for the Schnettler Legacy/Scholarship fund. We received a \$10,000.00 donation to the Homeless student fund. We also received special funding for Tech football helmets and for Apollo athletic uniforms for Somali girls to be able to participate. Apollo will have 10 uniforms on hand for Somali students. Total funds raised this month was \$70,267.00. It was a great fundraising month.

4. Tech/Apollo Golf Scrambles

- \$500 incentive grant?
- Hole sponsorship

LEAF has provided \$500.00 incentive grants for both Tech and Apollo. The Tech Athletics Legacy fund has about \$105,000.00 and the Apollo Activities Legacy Fund has \$38,000.00. In the past, LEAF has provided hole sponsors at \$100.00 each. The executive board voted to approve continuing to provide the incentive grants and hole sponsorship for both the Tech and Apollo golf scrambles. There was talk about combining the golf scrambles, but the schools decided to do two separate scrambles again this year. At Tech, it's an athletics fundraiser and at Apollo it's an activities program fundraiser.

5. How to Thank Elizabeth

Peggy took Elizabeth to lunch and paid for her lunch. Lori J. will be picking up a gift card and Bruce H. will send it to Elizabeth in the mail.

6. Superintendent Membership on Board (ex officio)

When we added the junior high AD's to the board as ex officio, we deleted the superintendent/designee. Laurie Putnam, who will become the District 742 Superintendent this June, would be willing to serve as an ex officio member. Bruce H. will send out an email to all board members for a vote to add the superintendent as an ex officio board member.

7. PAKRAT/PAKCAT Funding

- Monday, Feb 21 PFSS Site Visit – Sara & Bruce
- \$30,005

- Decision sometime in April

Sara provided an update on the district's plan for summer school. Summer school will be run out of **Madison** and **Discovery** this summer. They would like all students attending summer school to have access to the PAKRAT book bus. We may have to add time to the book bus schedule to accommodate this need. Bruce H. found the Thomas Ritche grant through the Community Foundation which could be a possibility for funding for PAKRAT and PAKCAT. Bruce H. will send out the grant information to Sara and Melissa H.B.

8. Homeless Fund Fundraiser:

- April Fundraiser "Homeless Student Awareness Month in St. Cloud"
- KCLD Charity of the Month

There was a PR committee meeting today. Bruce H. thinks the mailer will be going out this week. The challenge grants are in. Bruce H. and Lori are working on a letter that will be sent to the almost 200 people who have donated to the homeless fund in the past. Bruce H. will be on KNSI tomorrow morning to talk about our homeless fundraiser.

Peggy needs more volunteers for the Earth Day event. She would love at least 5 more board members. April 16th from 7:30am -11:30am. Bruce H. will send out an email asking for volunteers. Sara M. volunteered to help.

9. Learning Renaissance

Bruce M. updated that the first meeting of the Learning Renaissance planning committee is on April 22nd at 11:30am.

10. Restricted Legacy Fund Grants FY 2022

- Allocation Formula for 2022-23 – (estimate)

We looked at our current restricted legacy funds. We need to talk about how the Schnettler fund program grant and music program grant will be awarded and if we need a separate application for them. For our flow-through funds, we have net liabilities of \$30,771.97. Bruce H.'s proposal is that we look at how much money we have in our operating fund and how much we have in our net liabilities. If our operating fund exceeds our net liabilities, we would not have to subtract anything before figuring out our 5% grant allocation. The budget committee has approved this. Bruce H. ran through the formula for figuring out the amount of money that will be allotted for fall and spring activities grants and academic grants for the 2022-2023 school year. The total grants given will be \$107,994.00 for the 2022-2023 school year.

Bruce M. asked if we are required to do audits. Bruce H. said we did an internal audit in 2018. We should establish a schedule to do routine internal audits. The budget and finance committee could discuss this. Bruce H. will add it to their next agenda. Maybe every 5 years?

11. Grants Committee (Peggy)

- Completion of Spring Grants
- Fall Grant process

Peggy is waiting for acceptance letters to come back for spring grants. Peggy will be sending us two contingency grants. One is for Talahi for an art in residence program and one is for Westwood's robotics team going to Worlds. The fall grant process will be split with a closing date of Sept. 20th for activity grants and Sept. 30th for academic grants. We will approve all grants at our Oct. 24th board meeting. Both activity and academic grants for the fall 2022 round will open on May 1st. We discussed how to promote the grants that we are giving out each round.

12. Tech/Apollo scoreboard advertising?? Grant?

Should LEAF advertise on Tech's digital scoreboards? Apollo does not have digital scoreboards. Bruce H. will talk to Eric Ruska, Tech's activities director, about LEAF being able to advertise on Tech's scoreboard. Peggy brought up advertising on the sporting programs, too. If LEAF has partially funded the uniforms or equipment, we should be able to put that information on their sporting program.

13. Succession Planning

- Alex Ex Dir Position
- Committee to Review: Bruce Mohs, Peggy Carlson, Chad Roggeman, Janet Reagan, Diane Moeller, Lori Johnson, Bruce Hentges

Bruce H. does have a succession plan written out that he shared with us. We need to have a meeting with the succession planning committee so everyone knows how the process will work. Bruce H. and Bruce M. will pick a date to bring the committee together.

14. Music Matters Committee

- Karen Kruse, Kara Mather, Jessica Scherer, Gary Zwack, Peggy Carlson, Bruce Mohs, Adam Theisen, Bruce Hentges

Bruce H. would like to bring the people listed above together to discuss how the new music matters money will be funded.

15. Tami DeLand: Teacher Welcome Back on Tuesday, August 30.

- Are we interested in doing "something"? Community Coffee???? (Expensive for 1600 employees)!

Tami DeLand called and asked if LEAF is interested in doing "something" at the staff welcome back. We will discuss this at our (May) next executive committee meeting. Peggy asked if we could get on the list to speak to all administrators.

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

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

We will table until May.

17. Committee on **Strategic Plan Review/Succession Planning** (Bruce Hentges)

- Membership:
- Executive Director, Grants Administrator, Treasurer, Administrative Assistant

We discussed this above.

18. Future **Events Committee** (Bruce Hentges)

This committee is on hold.

19. 2022 Executive Committee and Board of Directors Meeting Dates

Executive Committee

May 3

June 7

July 12

August 2

September 6

October 4

November 1

December 6

Board of Directors

May 16

August 15

October 24

December 19

20. Next Executive Committee Meeting: **May 3, 2022 at 2:30 p.m.**

Meeting was adjourned at 4:05pm.

LEAF Board of Directors Meeting

Monday, May 16, 2022

4:00 p.m. – Zoom Meeting

Call to Order and Additions to the agenda (President Mohs)

- Good News and Thank Yous (Bruce Hentges)
- Annual Meeting: Comments/Suggestions?

Consent Agenda:

- A. Approval of Board of Directors meeting minutes as posted on web page for March, 2022
- B. Approval of Executive Committee Minutes of April & May -as posted online.
- C. Approval of bill payments for April 2022
- D. **Action Requested**: Approval of the Consent Agenda

Financial Reports (Tim Beck & Bruce Hentges)

- A. April 2022 Fundraising Report
- B. Treasurer's Report
 - Profit and Loss Statement
 - Balance Sheet
 - **Action Requested**: Approval of Treasurer's Report

Principles & Practices for Nonprofit Excellence (Bruce Hentges)

Conflict of Interest Sign-Off

2022 Executive Committee and Board of Directors Meeting Dates

<u>Executive Committee</u>	<u>Board of Directors</u>
June 7	May 16
July 12	
August 2	August 15
September 6	
October 4	October 24
November 1	
December 6	December 19

Recent Developments (Bruce Hentges)

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Next meeting: Monday, August 15 at 4:00 p.m. at ??????

Upcoming Events

- Apollo Activities Golf Scramble: August 5 at Territory Golf Club
- Tech Athletics Golf Scramble: August 12 at Wapicada