

Ex Board Topics:

May 3, 2022, at 2:30 p.m.

1. Call to Order and Review of Executive Committee Meeting Minutes of April 5, 2022 (Bruce Mohs)
Meeting called to order at 2:32pm.

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

Bruce H. shared the meeting minutes from our April 5th meeting. Bruce M. made a motion to approve the meeting minutes. Peggy seconded the motion.

2. Additions to Agenda from Executive Committee members

Bruce H added two things. First, Don Helgerson passed away. He and his wife have been donors to LEAF for a long time. Should Bruce H. send a card from the LEAF executive committee? All members said yes. Community Foundation announced a \$2,000.00 grant for summer programming for children. Bruce, Melissa H.B. and Sara will apply for the PAKRAT Book Bus.

3. Financials

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

Bruce and Tim haven't had a chance to meet yet. Bruce H. sent out the fundraising report. \$12,308.42 was brought in this month in fundraising.

4. Homeless Student Services Fundraiser – Update

- \$50,000 goal: \$30,300 (\$40,300 with second \$10,000 “match”)

LEAF is still receiving donations. We have \$30,300.00 raised so far with an additional \$10,000 matching grant so the total raised is \$40,300.00. Our goal is \$50,000.00. We will send out an email telling people we are extending the homeless fundraiser through May because of printing delays.

5. Succession Planning Committee Meeting of 4/28/22

- Succession or Strategic Plan?

The committee met last week to work on the plan. Bruce H. put together a 3-ringed binder with key LEAF positions. Things came up like having an extra set of keys and that all LEAF documents should be backed up on another device or in the cloud. Bruce H. does put all the documents he creates in a Dropbox account. We will have to decide how we want to store and get access to LEAF files. Tim will check to make sure our account numbers are not on any of the forms that we would be uploading.

The succession planning committee also wants to know exactly what the succession plan should include. Does it include long range planning for LEAF? There are grants that we could apply for to help with the costs of doing long range succession planning and strategic planning. The committee thought that it was time to do some long-range planning for LEAF including what is our mission and vision for LEAF going forward. Does the executive director position need to be expanded to be full time or two part time people?

Peggy said that we need to have an immediate plan in place in case something happened to Bruce as a first step. Peggy feels that we do need to do strategic planning as a second step. Bruce H. said that the first step is pretty much done. He just needs to add a few things.

We will add succession plans for vital positions on the executive board. We will put these two on separate tracks. The succession plans for each position can be done at the same time as we are doing strategic planning for LEAF. Former board members who know a great deal about LEAF could be the community members on the strategic planning committee. The last strategic plan for LEAF was done in 2012. Bruce H. suggested Bruce Miles who LEAF has used twice before as a consultant.

Motion was made by Peggy that Bruce H. take the recommendations to the succession planning committee and the executive committee to the full board for approval. The succession planning committee will meet again to lay out a plan. Bruce H. pursue a consultant with the input of the succession planning committee. Tim seconded the motion.

6. How to Thank Elizabeth – Lori is getting the \$25.00 gift card today.

7. Learning Renaissance (Meeting of April 21)

- Sunday, October 16 – OK with Café Renaissance
- Tickets - \$80 Pacesetter: \$275
- Auction Items (Fire Truck Ride from 2019)
- Fund-a-Need Auction
 - Music Matters Fund
 - Student mental health
 - Teacher mental health
 - Elementary Music Program – specific focus

The planning committee met on April 21st. We are planning on a live event this year. The tickets will increase to \$80.00. Each meal will cost about \$29.00. We will use the fire truck ride from 2019 with two Talahi students being chosen. The fund a need is still being decided. We need an auctioneer. Bruce Mohs has a brother that is an auctioneer and Bruce H. will ask Bruce Watkins who has done it in the past. The next meeting is scheduled for May 20th.

8. Grants Committee (Peggy)

Peggy opened the grants on Sunday. Peggy sent an email with the dates to the AD's at each school. She sent an email to Bruce H. to forward out to all administrators. Bruce H. said he didn't receive the email so Peggy will send it again.

9. Tech scoreboard advertising?? Grant?

Bruce H. contacted Eric Ruska who didn't really know how the messaging on the scoreboards is done. He is going to look into it and get back to Bruce.

10. Earth Day Run (Peggy Carlson)

- Report: \$1,865

We had 43 people volunteer that day. We received a check for \$1,865.00 for volunteering. We will do it again next year.

11. Succession Planning

- Committee Recommendations
- Succession Focus or Strategic Planning????
- Executive Director, Grants Administrator, Treasurer, Administrative Assistant

Already discussed above.

12. Music Matters Committee

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

We are still waiting for the check.

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

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

Bruce contacted Tami with our questions from the last executive board meeting but hasn't heard back. He will email her again.

14. 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 (Bruce)~~
 - 5) ~~Evaluation (Bruce)~~
 - 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 hold on this at board meetings because it will fit in with our strategic planning. We have not had very good response from board members.

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

This is on the agenda as a reminder that we still need to do this.

16. 2022 Executive Committee and Board of Directors Meeting Dates

Executive Committee

Board of Directors

May 16

June 7

July 12

August 2

August 15

September 6

October 4

October 24

November 1

December 6

December 19

17. Next Executive Committee Meeting: **June 7, 2022 at 2:30 p.m.**

Meeting was adjourned at 3:36pm.

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:

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

Financial Reports (Tim Beck & Bruce Hentges)

- April 2022 Fundraising Report
- 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

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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