

## Ex Board Meeting Minutes:

November 29, 2022, at 2:30 p.m.

Members Present: Tim B., Peggy C., Lori J. Bruce M., Bruce H. and guest, Jim Dwyer

1. Call to Order and Review of Executive Committee Meeting Minutes of November 1, 2022 (Bruce Mohs)

The meeting was called to order at 3:15pm.

2. Additions to Agenda from Executive Committee members

- Bruce H. added the monthly stipend for the director's health stipend is increasing by \$11.70 a month. This item was added under #6.
- Capital One is giving a \$9,000.00 in kind gift of clothing and materials to the transitional fund for District 742. There is an event at Captial One from 8:00am -1:00pm next Wednesday, Dec. 7th. Jen Loch is looking for people from LEAF to be there for possible interviews.

3. Financials

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

Bruce and Tim need to wait because it is not the end of the month yet.

4. Strategic Plan developments

- Jon Ruis Presentation

Jon will be going through this presentation with the full board on Dec. 19th. The strategic planning committee has approved it and wants to move it forward to the full board.

5. Jim Dwyer - Guest

- Developing Planned Giving

Jim talked to us about planned giving. Fundraising is fun, but still work! The checks for planned giving are usually significantly larger than regular donations. A good salesman makes 3 to 4 calls a day. He recommends putting the LEAF name out as often as possible when people are doing estate planning, for example: "Remember the kids of District 742 when planning your estate." Put it in your newsletter every time with a slogan like, "Leave a legacy to LEAF!" or "Leave LEAF in your will." Go to Legacy.com and use one of the plans already created, print it out and send it out. Who should you market to? What are your needs, what do you want to do, and what would you like to see happen with your donation to our organization? Be direct and ask at events like Night of the Stars, Cafe Renaissance and others. One on one personal sales work the best, but sending out a form for planned giving also works.

6. LEAF Budget for 2023

- Budget & Finance Committee Meeting of 11/17/22
- Bruce H. added the monthly stipend for the director's health stipend is increasing by \$11.70 a month.

Bruce H. shared the proposed budget for 2023. There are very few changes from the 2022 year. We will increase the Office Equipment from \$200.00 to \$700.00 to factor in the cost of a new laptop for Lori to use. Peggy thought we should increase the postage budget under the management and general portion of the budget. We should also increase the postage budget under fundraisers. We agreed to increase the postage budget to \$4,500.00 in fundraisers and \$1000.00 in the management and general part of the budget. \$241,382.00 is projected for program expenses for the 2023 year. \$68,792.00 is our projected final net income for 2023. Peggy made a motion to approve the budget for 2023 and Lori seconded.

## 7. LEAF Gift Policy

- Anonymous \$4,000 gift through CMCF
- See Policy F14 – Acceptance of Gifts

LEAF received an anonymous gift of \$4,000.00. Our policy states for all unrestricted gifts accepted by LEAF will be allocated equally between the student activities fund and the academic fund. Bruce would like to bring a suggestion board for this gift that \$1,000.00 goes to the activities fund, \$1,000.00 to the academic fund, \$1,000.00 to the music matters fund, \$500.00 to PAKRAT and \$500.00 to PAKCAT. Bruce sent a letter of acceptance stating what the money will be used for. We would like to change this suggestion to \$1,500.00 to academic fund, \$1,500.00 to activities fund, \$500.00 to PAKRAT and \$500.00 to PAKCAT. This will be the final proposal that will go to the full board for approval.

## 7. Night of the Stars 2023

Feb. 10th and 11th. Sponsor letters have been sent. Bruce H. met with Mark Braegelman from Liberty Bank. Mike is interested in being an act in the show. Liberty Bank will support this event.

## 8. Grants Committee (Peggy)

- Updates

Fall grants are wrapped up and spring grants open on Dec. 1st.

## 9. New Board Members

- a. Melissa Hanszek-Brill (confirmed)
- b. Bob Mohs
- c.

Melissa Hanszek-Brill said that she is willing to serve on the board. Bob Mohs is considering.

## 10. Annual Meeting?

- Feb 27 Country Club
- Award Winners?? (Decision at our Jan 3 meeting)
  - Phil Welter Award for Volunteer Service
  - George & Shirley Torrey Award for Charitable Giving
    - Business:
    - Individual/Couple:
  - Instructional Excellence Award
  - Coaching/Advising Excellence Award
  - Lifetime Service Award

## 11. Central MN Ed Foundation Leaders Meeting

- Dec 1 7:00 a.m. – “fundraising for an endowment” (Janet Cobb)

## 12. Tech scoreboard advertising??

- Free with Program Ad for Football?

## 13. 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~~ **Strategic Planning Process**
- 7) Civic Engagement and Public Policy (Peggy)
- 8) Strategic Alliances (Bruce Mohs)
- 9) Human Resources
- 10) Volunteer Management
- 11) Leadership and Organizational Culture (Peggy)

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

- After Strategic Plan?

15. Remaining **2022** Executive Committee and Board of Directors Meeting Dates

<u>Executive Committee</u>	<u>Board of Director</u>
	December 19

16. **2023** Executive Committee and Board of Directors Meeting Date

<u>Executive Committee</u>	<u>Board of Directors</u>
January 3	
February 7	February 27 Annual Meeting
March 7	March 20
April 4	
May 2	May 15
June 6	
July 11	
August 1	August 21
September 5	
October 3	October 30
November 7	
December 5	December 18

17. Next Executive Committee Meeting: **January 3, 2022 at 2:30**

## LEAF Board of Directors Meeting

Monday December 19, 2022

4:00 p.m. – Zoom Meeting – with in-person option!

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

- Good News and Thank Yous (Bruce Hentges)
  - 2022 Adopt a Classroom
  - \$164,000+ in Fall Grants, including \$10,000 additional gift for Elementary Music – (from Learning Renaissance)

### Consent Agenda:

- A. Approval of Board of Directors meeting minutes as posted on web page for October 24, 2022
- B. Approval of Executive Committee Minutes -as posted online.
- C. Approval of bill payments for November 2022
- D. **Action Requested:** Approval of the Consent Agenda

### Financial Reports (Tim Beck & Bruce Hentges)

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

### LEAF Strategic Plan

- Jon Ruis: Review of strategic plan process
- Discussion of proposed strategic plan
- **Action Requested:** Approval of Strategic Plan

### LEAF 2023 Budget

- Review of Budget & Finance Committee Meeting of November 17
- Proposed LEAF budget for 2023
- **Action Requested:** Approval of 2023 LEAF Budget

### 2023 New Members

- Melissa Hanszek-Brill
- **Action Requested:** Approval of Melissa as a 2023 board meeting

### 2023 LEAF Officers

- Looking for board members willing to join executive committee in February 2023
- Treasure: Tim Beck
- VP: Charlie Eisenreich
- Pres: Diane Moeller
- Admin. Assistant: Lori Johnson
- Past President: Bruce Mohs

### 2023 Executive Committee and Board of Directors Meeting Dates for 2023

#### Executive Committee

January 3  
February 7  
March 7  
April 4  
May 2

#### Board of Directors

February 27 Annual Meeting  
March 20  
May 15

June 6  
July 11  
August 1  
September 5  
October 3  
November 7  
December 5

August 21  
October 30????  
December 18

Recent Developments (Bruce Hentges)

- 2023 Night of the Stars
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**Annual Meeting: Monday, February 27 at 5:30 p.m. at the St. Cloud Country Club**

### **Upcoming Events**

- Night of the Stars!!! Friday/Saturday, February 10 & 11 at Tech High School!
- Annual Meeting and Election of Officers: February 27??